



**DATE:** September 28, 2023

**TO:** Keep Hayward Clean and Green Task Force

**FROM:** Maintenance Services Director

**SUBJECT:** Special Officer Nominations and Election for Vice Chair

### **RECOMMENDATION**

That the Keep Hayward Clean and Green Task Force review the information provided in this report regarding and take appropriate action to hold a Special Officer Nominations and Election.

### **SUMMARY**

This report is intended to provide background information to assist in the nominating and election process.

### **BACKGROUND**

The term of the presiding Officers of the Keep Hayward Clean and Green Task Force began January 1, 2023 and expires December 31, 2025. The Keep Hayward Clean and Green Task Force By-Laws discusses Officers, their terms, and in general terms, the election process, in Article VI.

The Task Force elects from its membership one (1) Chair and elects two (2) Vice Chairs.

All elected officers shall serve a term of two (2) years beginning January 1 and continuing until their successors have been elected.

Presiding Vice Chair Jean-Yee Yu's term on the KHCG Task Force ends September 30, 2023, she is not seeking reappointment and will not fulfill the remainder of her Vice Chair term October 1, 2023 – December 31, 2025. At the June 22, 2023, KHCG TF meeting, TF members were advised that the special nomination and election to fulfill the remainder of Vice Chair Jean-Yee Yu's term would take place at the July 20, 2023, meeting and to notify staff via email if they are interested in being nominated. No nomination requests were received. Subsequently, the July 20, 2023, meeting was cancelled due to a lack of quorum. Task Force members were advised by email on September 15, 2023, that the Special Officer Nominations and Election will take place at the September 28, 2023, meeting. TF members interested were asked to notify staff. Staff received one notification of interest.

## **DISCUSSION**

The presiding officer will convene the special nomination and elections process as outlined in Attachment II.

## **FISCAL AND ECONOMIC IMPACT**

There is no Fiscal or Economic Impact related to the Special Nominations and Election Process.

## **NEXT STEPS**

At the completion of the special nominations and election process, the newly elected Vice Chair will fulfill the remainder of presiding Vice Chair Jean-Yee Yu's term October 1, 2023, through December 31, 2025.

*Prepared by:* Colleen Kamai, Administrative Supervisor

*Recommended by:* John Sanders, Acting Streets Maintenance Manager

Approved by:

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Todd Rullman, Maintenance Services Director