



DATE: October 15, 2025

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: Community Services Commission Officer Elections

RECOMMENDATION

That the Community Services Commission (CSC) reviews the report and takes action to elect a Chair and Vice Chair for Fiscal Year 2025-2026.

BACKGROUND AND DISCUSSION

As specified in the Uniform Guidance for Operations of City Commissions, each year commissioners vote on a Chair and Vice Chair. The duties of each officer are summarized in Table 1.

Table 1. Officer Duties

Officer	Duties
Chairperson	The Chair shall preside over all commission meetings, following established rules of procedure to allow for the orderly flow of business in consultation with the staff liaison.
Vice-Chairperson	The Vice Chair shall act in the Chair's absence and shall assist the Chair in the execution of their office.

The election process begins with nominations. Members of the CSC make oral nominations during the meeting. They may nominate themselves or other commissioners. Nominated individuals must verbally accept or decline a nomination. Staff will track each nomination in real time.

Once all nominations are made, the commissioners vote on those who accepted the nomination. Commissioners cast their vote via a paper ballot card using a rank choice process. The ballot card is provided by staff. Each commissioner may cast one (1) vote per officer position. All paper ballots are submitted to staff who, to comply with the Brown Act, will read the results of the vote for each position, starting with Chair then Vice Chair.

The commissioner with the most votes is elected. If a commissioner is appointed to one office, they are removed from the vote count for subsequent offices. For example, if Commissioner X receives the most votes for Chair and the most votes for Vice Chair, they are elected as Chair and the next highest vote getter will be elected to Vice Chair. Elected officers are installed at the following meeting.

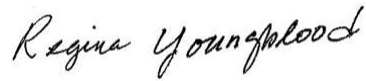
Elected officers may serve a second term if re-elected but may not serve more than two consecutive terms. If no commissioner volunteers to serve as Chair, the position shall default to the most senior commissioner who has not recently served as Chair. Commission members are eligible to serve as Chair only after completing at least one year on the commission.

NEXT STEPS

Elected officers will be installed at the next meeting of the CSC.

Prepared and Recommended By: Amy Cole-Bloom, Community Services Manager

Approved by:

A handwritten signature in cursive script that reads "Regina Youngblood". The signature is written in dark ink and is positioned above a horizontal line.

Regina Youngblood, Assistant City Manager