



**DATE:** September 22, 2022

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

**FROM:** Maintenance Services Director

**SUBJECT:** Officer Nominations and Elections Process Review and Nominating Ad-Hoc Committee Selections.

## **RECOMMENDATION**

That the Keep Hayward Clean and Green Task Force review the information provided in this report regarding the Officer Nominations and Elections process and take appropriate action, as described in Attachment I, to appoint members from its membership to serve on the Nominating Ad-Hoc Committee.

## **SUMMARY**

The information and guidelines provided in this report are based on parliamentary procedures and incorporates task force past practice. This report is intended to provide background and guidance to assist in the nominating and election process, including, 1) the selection and appointment of Nominating Ad-Hoc Committee members, 2) guidelines for submitting nominee requests, 3) a description of the duties of the Nominating Ad-Hoc Committee, and 4) guidelines for Officer Nominations and Elections.

## **BACKGROUND**

The term of the presiding Officers of the Keep Hayward Clean and Green Task Force expires on December 31, 2022. 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. Officers are eligible to succeed themselves only for one additional term of office, totaling four years.

Officers shall be nominated by a nominating ad-hoc committee selected by the Chairperson. Additional nominations will be permitted from the floor after the nominating ad-hoc committee has reported.

## **DISCUSSION**

This report and its attachments provide a general outline and timeline for the Keep Hayward Clean and Green Task Force officer nominations and elections process.

### **Nominations & Elections Process**

- 1) Selection of Nominating Ad-Hoc Committee Members:
  - September – Presiding officer selects and appoints members to serve on the Nominating Ad-Hoc Committee (Attachment II.)
- 2) Nominee Requests:
  - September – Those interested in being considered by the Nominating Ad-Hoc Committee for the KHCG TF Chair or Vice Chair positions shall submit their nominee request no later than October 1. (Attachment III.)
- 3) Nominating Ad-Hoc Committee Meeting:
  - October - Nominating Ad-Hoc Committee meets to review nominee requests, discuss, and prepare recommendations (Attachment IV.)
- 4) Officer Nominations & Elections:
  - November – Nominating Ad-Hoc Committee report its recommendations to full KHCG Task Force. Elections take place. Officer terms begin January 1 of new year (Attachment V.)

## **FISCAL AND ECONOMIC IMPACT**

There is no Fiscal or Economic Impact related to Officer Nominations and Elections Process.

## **NEXT STEPS**

The ad-hoc committee will convene a meeting in October to review nominee requests and to discuss and prepare its recommendations. Officer Nominations and Elections will be held in November. Officer terms begin January 1, 2023.

*Prepared by:* Colleen Kamai, Administrative Supervisor

*Recommended by:* Bert Manzo, Chair, Keep Hayward Clean & Green

*Approved by:*

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Todd Rullman, Maintenance Services Director