

General Outline: Nominating Ad-Hoc Committee

Selection of Nominating Ad-Hoc Committee members shall be conducted as the first order of business on that month's agenda. The nominating committee is selected by the Chair (presiding officer) and accepted by a vote of the membership. Persons serving on the ad hoc committee can be nominated for office.

The Nominating Ad-Hoc Committee's role is to convene a meeting, review nominee requests, and make a recommendation of willing and qualified candidates for the Keep Hayward Clean and Green Task Force Chair and Vice Chair positions. It is recommended that the Nominating Ad-Hoc Committee consist of no less than three (3) and no more than five (5) members.

Selection Process: Nominating Ad-Hoc Committee

1. At a meeting prior to the Election, the Nominating Ad-Hoc Committee Selection will be added to the agenda.
2. The presiding officer will commence the selection process for ad-hoc committee members from the TF membership, who meet the recommended criteria outlined below. Staff will provide the presiding officer with a copy of the membership roster, bylaws, and attendance records prior to the meeting.
 - Member must be in good standing
 - Member must meet minimum attendance requirements
 - Member participates on at least one subcommittee
 - Member with at least one year of service on the task force
3. At the conclusion of the selection process, the presiding officer will declare the selection process closed and proceed with the voting process to accept the Nominating Ad-Hoc Committee.