

## Officer Nomination & Election

The election of the Chair and Vice-Chairs shall be conducted at a meeting of the Task Force no later than November. Elected Officer terms will begin January 1.

Nominations and Elections shall be conducted as the first order of business (Item #1 on that month's agenda). 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.

The presiding officer shall convene the nominations and elections process as outlined below:

### **Nominations:**

- The presiding officer will call on the chair of the Nominating Ad-Hoc Committee to report the committee's recommendations. Once the report concludes, the committee is discharged from its duties.
- The presiding officer will convene the process to accept nominations from the floor.
- The presiding officer will close the nomination process.

### **Elections:**

- If there is one (1) nominee for the position, the presiding officer will allow the nominee up to three (3) minutes to address the task force, then convene the voting process via roll-call vote to appoint the nominee to the position (chair/vice chair.)
- If there are multiple nominees for the position, the presiding officer will allow each (in order nominations were made) up to three (3) minutes each to address the task force, then convene the voting process via Zoom poll.
- The presiding officer will announce the Zoom poll results and convene the voting process to accept the results of the Zoom poll.
- The presiding officer will convene a roll call vote to appoint the nominee with the majority votes.

This process will be followed for each position one (1) Chair and two (2) Vice Chairs.