

Date: September 18, 2017
To: Library Commission
From: Sean Reinhart, Director of Library and Community Services
Subject: **FY 2017-2018 Election of Officers**

Per the [Library Commission Bylaws](#)¹, Article III, Sections 2(a) and (b), “The presiding officer of the Commission shall be a Chairperson elected annually by ballot at the September meeting of the Commission. The September meeting each year may be called to order by any member of the Commission. The first order of new business shall be election of a Chairperson of the Commission. Nominations for this office may be made by any member of the Commission. Votes will be counted by the Secretary of the Commission. A plurality of votes cast will constitute election. The duties of the Chairperson of the Commission will be to preside over meetings of the Commission to appoint committees as needed and to designate a member of each committee as its chairperson and to perform such other functions as are ordinarily associated with that office.”

Furthermore, Article III, Section 2(c) states, “The Library Director of the Hayward Library or his/her designate shall serve as Secretary of the Library Commission.”

Elections for the offices of Chairperson and Vice-Chairperson shall be held during the regular public meeting at 6:30 p.m. on Monday, September 18, 2017. The Commission shall follow its customary procedure for Election of Officers, which shall be reviewed in detail during the meeting prior to the election taking place.

¹ URL: <https://www.hayward-ca.gov/your-government/boards-commissions/library-commission> > Bylaws