



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: ACT 22-084, **Version:** 1

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.

ATTACHMENTS

- Attachment I Staff Report
- Attachment II Selection of Nominating Ad-Hoc Committee Members
- Attachment III Nominee Requests
- Attachment IV Nominating Ad-Hoc Committee
- Attachment V Officer Nominations & Elections