



CITY OF HAYWARD

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Cover Memo

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Date: September 20, 2017
To: Community Services Commission
From: Dana Bailey, Community Services Manager
Thru: Sean Reinhart, Director of Library and Community Services
Subject: **FY 2017-2018 CSC Election of Officers**

Per the [Community Services Commission By-Laws <https://www.hayward-ca.gov/your-government/boards-commissions/community-services-commission>](https://www.hayward-ca.gov/your-government/boards-commissions/community-services-commission), Article IV, Section 401, the Commission “shall elect from the CSC members the Chairperson, Vice-Chairperson, and Parliamentarian at the September regular meeting and install them to serve a term of one year or until their successors have been elected. Elected Officers may succeed themselves one or more times, but generally not more than twice.”

Elections for the offices of Chairperson, Vice-Chairperson, and Parliamentarian shall be held during the regular public meeting at 7:00 p.m. on Wednesday, September 20, 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.

The duties of Commission Officers are outlined in Article V, Sections 501-503 of the Commission By-Laws as follows:

SECTION 501. The Chairperson shall preside at the regular and special called meetings of the Commission. He or she shall perform all duties incident to his or her office and such other duties as may be required by the Hayward City Charter, Hayward Municipal Code, City Council Resolutions and these Bylaws. The Chairperson shall appoint all committees and shall be an *ex officio* member of all committees.

SECTION 502. The Vice-Chairperson shall act in the absence of the Chairperson or in the event of the Chairperson’s inability or refusal to act. The Vice-Chairperson shall also serve as the Chairperson of the Public Services Application Review Committee.

SECTION 503. The Parliamentarian shall act in the absence of the Chairperson and Vice-Chairperson, or in the event of the Chairperson or Vice-Chairperson refusal to act. Parliamentarian shall provide expert guidance related to the bylaws and keep order within the CSC meetings.