



# CITY OF HAYWARD

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## Cover Memo

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**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