



DATE: April 23, 2026
TO: Clean and Green Commission
FROM: Maintenance Services Director
SUBJECT: Special Officer Election

RECOMMENDATION

That the Clean and Green Commission review the information provided in this report regarding the special election process, including nominee requests and officer eligibility, and procedures for accepting nominations and conducting the election.

SUMMARY

Presiding Officer, Chair Melissa Milleman, has indicated that she is unable to fulfill her term as Chair and has elected to relinquish her role.

This report provides background information to assist the Commission in conducting a special election to fill the vacant Chair position, including officer eligibility and the process for accepting nominations and holding elections.

BACKGROUND

As outlined in the Uniform Guidance for the Operations of City Commissions, each commission shall elect a Chair and a Vice Chair annually in October of each calendar year. These officers shall assume their roles at the first commission meeting following their selection and serve for a term of one year. No other officers are authorized. A chair may serve a second term if re-elected but may not serve more than two consecutive terms. If no commissioner volunteers to serve as Chair, the position shall default to the most senior commissioner who has not recently served as Chair. Commission members are eligible to serve as Chair only after completing at least one year on the commission.

The Chair shall preside over all commission meetings, following established rules of procedure to allow for the orderly flow of business in consultation with the staff liaison.

The Vice Chair shall act in the Chair's absence and shall assist the Chair in the execution of their office.

The Chair and Vice Chair may also take a lead role in coordinating Clean-up and Community Events and serving as lead on at least one subcommittee.

Presiding Officers, Chair Melissa Milleman and Vice Chair Tom Ferreira were nominated and elected at the Clean & Green Commission meeting on October 16, 2025.

DISCUSSION

A special election will be held on April 23, 2026, to fill the remainder of the Chair's term, through 2026.

The election process will include:

- Opening the floor for nominations
- Closing nominations
- Conducting a vote among Commission members

If the current Vice Chair is nominated and elected to serve as Chair, an additional special election will be conducted during the same meeting to fill the remainder of the Vice Chair term through 2026.

FISCAL AND ECONOMIC IMPACT

There is no Fiscal or Economic Impact related to Officer Nominations and Elections.

NEXT STEPS

At the completion of the nominations and elections process, the newly elected Chair, and Vice Chair, if applicable, will immediately assume their role and serve through 2026.

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Recommended by: Armando Quintero, Streets Maintenance Manager

Approved by:


Todd Rullman, Maintenance Services Director