



CITY OF MARTINEZ

TO: Parks, Recreation, Marina, Cultural Commission
FROM: Mitch Austin, Community Services Contract Manager
SUBJECT: Selection of Vice Chair for PRMCC
DATE: October 18, 2011

RECOMMENDATION:

Receive nominations and appoint a Chair and Vice Chair for 2012.

BACKGROUND

Per the PRMCC bylaws the Commission is to select a Chair and Vice Chair in the month of October/November for the next calendar year. The Commissioners selected to fulfill this positions will assume their roles beginning January . Below are the roles descriptions of the Chair and Vice Chair:

Chair – Preside over PRMCC meetings, help ensure adherence to Robert’s Rules of Order, represent the PRMCC at City functions as needed, and work with City staff to set the monthly agenda

Vice Chair – Assumes the Chair’s role in his/her absence, assists in representing the PRMCC at City functions as needed

It is recommended that nominations for Chair and Vice Chair be taken from the floor and if more than one nominee for either or both positions, then a secret ballot form of voting will be taken and tallied by staff. Staff will then announce the top vote getter(s). Once appointed the appointee will meet with the City Staff assigned to the Commission to review role, discuss agenda review and answer questions regarding their role.