CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Sawyer and Members of the Historic Resources Committee

FROM: Alyson Hunter, Associate Planner

MEETING DATE: February 27, 2019

SUBJECT: Election of Officers

CEQA: Does not constitute a "Project" as defined by CEQA Guidelines Section 15378

RECOMMENDATION

Staff recommends the Historic Resources Committee (HRC) elect a Chair, Vice-Chair, and Secretary for a one-year term in accordance with the Pacific Grove Municipal Code (PGMC) § 3.02.050(b), Members – Terms.

BACKGROUND

In accordance with PGMC § 3.02.050(b), election of a Chairperson, Vice-Chair, and Secretary shall occur at the first HRC meeting in February. The first HRC meeting is February 27, 2019, so it is appropriate to perform this function.

The Chair, Vice-Chair, and Secretary can serve more than one term and there is no right of succession to be Chair, Vice-Chair, or Secretary. Procedurally, the current Chair, or if there is no Chair, the member who called the meeting to order, takes the lead on this action by first requesting nomination of Chair from other members. Any member may nominate himself/herself or any other member of the board; no second is required. Once nominations are complete, the current Chair will close nominations, announce the slate of nominees, and ask for a vote on the nominees in the order of nomination. The nominee receiving votes from a majority of the members in attendance shall be declared the newly elected Chair. If no member receives the majority, the process shall be repeated, except in the event of a tie, in which case a run-off shall be held.

The same procedure is followed for the Vice-Chair and Secretary position. The term of the new Chair, Vice-Chair, and Secretary shall begin immediately.

Responsibilities

In accordance with the Board and Commission Member Handbook, Standard Protocol, the responsibilities and powers of board officers shall be as follows:

Chair

- In consultation with staff, determine the agenda.
- Call special meetings of the board.
- Preside at all meetings.
- Fully participate in the board's deliberations.
- See that all actions of the board are properly taken.
- Act as parliamentarian, applying and enforcing these protocols and parliamentary procedures.
- Sign all documents of the board.
- Report to the Council, at scheduled times and as needed, on matters of interest.

As a member of the body, the Chair has full rights to participate in dialogue and decision making, and to make and second motions. The Chair often strives to be the last to speak during any round, and generally does not make or second a motion unless he or she is convinced that no other member of the body will do so.

Vice Chair

During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all responsibilities of the Chair.

Secretary

- Repeat motions prior to a vote, if requested by Chair.
- Prepare and attest to approved action minutes.

Attendance

Please note the importance of attendance and participation in order to serve the public and conduct City business. Therefore, the Board and Commission Member Handbook indicates that absences for more than 25% of meetings within a 12-month period, or 3 consecutive absences, may result in removal of a member. Attendance is necessary to pass a motion: pursuant to the PGMC § 3.04.080, "An affirmative vote of a majority of the appointed members of the board, committee, or commission shall be required for any action by the board, committee, or commission." For example, if there are 6 appointed members, and only 4 members are present, the motion still requires 4 votes of approval in order to pass the motion. Please kindly notify staff in advance if unable to attend a meeting.

RESPECTFULLY SUBMITTED:

Alyson Hunter

Alyson Hunter, Associate Planner