



City of Culver City

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Staff Report

File #: 22-118, **Version:** 1

Item #: A-1

(1) Selection of the Equity and Human Relations Advisory Committee Chair and Vice Chair for Fiscal Year 2021-2022.

Meeting Date: July 27, 2021

Contact Person/Dept: Walter Castillo / Administrative Services Department

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☐

Public Notification: (E-Mail) Meetings and Agendas- City Council (07/23/2021); (E-Mail) Meetings and Agendas- Equity & Human Relations Advisory Committee (07/23/2021); (E-Mail) All City Staff (07/23/2021)

Department Approval: Serena Wright, Assistant City Manager (07/23/2021)

RECOMMENDATION

Staff recommends that the Equity & Human Relations Advisory Committee (EHRAC) select, by majority vote, a Chairperson and Vice Chairperson to serve in that capacity until the next reorganization in July 2022 or thereafter.

BACKGROUND/DISCUSSION

The EHRAC By-laws require the Committee to annually designate officers from among its membership. Per Section III of the EHRAC By-laws:

(A) Designation of Officers

1. At each meeting in July, the Committee shall elect its officers consisting of a Chair and Vice-Chair, both of whom shall serve at the pleasure of the Committee.

(B) Duties of the Officers

1. The Chair shall preside at all Committee meetings.
2. The Vice-Chair shall perform the duties of the Chair in their absence.

The City Handbook for Commissions, Boards, and Committee's (CBC's) provides the policies and best practices for CBCs to follow. As referenced on page 15 of the CBC handbook, "each CBC shall reorganize by electing one of its members to serve as Chair, and one as Vice Chair, each who shall serve at the pleasure of the CBC. Only those members present at the meeting shall have the right to vote, and the candidate receiving the majority of votes of those present shall be declared the Chair and/or Vice Chair."

Typically, and as has been the practice in the City, the function of Chair and Vice Chair are rotated among the members of a CBC, to allow the members to develop leadership skills in running a meeting.

FISCAL ANALYSIS

There is no fiscal impact associated with this Agenda item.

ATTACHMENTS

1. None

MOTION

That the Equity & Human Relations Advisory Committee:

1. Select, by majority vote, a Chair and Vice Chair to serve in that capacity until the next reorganization in July 2022 or thereafter.