



City of Culver City

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Staff Report

File #: 23-23, **Version:** 1

Item #: A-1

(1) Administration of the Oath of Office to the Reappointed and Newly Appointed Equity and Human Relations Advisory Committee Member(s); and (2) Selection of the Chair and Vice Chair for Fiscal year 2022-23.

Meeting Date: July 26, 2022

Contact Person/Dept: Stephanie Condran / Human Resources 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 (07/21/2022); (E-Mail) Meetings and Agendas- Equity & Human Relations Advisory Committee (07/21/2022); (E-Mail) All City Staff (07/21/2022)

Department Approval: Dana Anderson, Director of Human Resources (07/21/2022)

RECOMMENDATION

Staff recommends that the Equity & Human Relations Advisory Committee (EHRAC) (1) observe the Administration of the Oath of Office to the reappointed Equity and Human Relations Advisory Committee Member, Anissa Di Vincente, to the Labor Seat and to the newly appointed Equity and Human Relations Advisory Committee Member, Raven Bradley, to the Youth seat; and (2) select, by majority vote, a Chairperson and Vice Chairperson to serve in that capacity until the next reorganization in July 2023 or thereafter.

BACKGROUND/DISCUSSION

Administration of the Oath of Office

On June 14, 2022, the City Council reappointed Anissa Di Vincente to the EHRAC Labor Representative seat and the newly appointed EHRAC member, Raven Bradley, to the Youth seat. To begin the new term(s) the Committee Secretary will administer the Constitutional and Loyalty Oaths to the reappointed and newly appointed Committee member(s). Both members and the body Secretary will sign duplicate originals of the document(s) and both members will retain a signed document.

Selection of the Chair and Vice Chair

The EHRAC Bylaws 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 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 and Human Relations Advisory Committee:

1. Observe the Administration of the Oath of Office to the reappointed Committee Member, Anissa Di Vincente to the Labor Representative Seat and to the newly appointed Committee member, Raven Bradley, to the Youth seat.
2. Select, by majority vote, a Chair and Vice Chair to serve in that capacity until the next reorganization in July 2023 or thereafter.