



City of Culver City

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Staff Report

File #: 24-91, **Version:** 2

Item #: A-1

(1) Administration of the Oath of Office to Newly Appointed Equity and Human Relations Advisory Committee Member(s); and (2) Selection of the Chair and the Vice Chair for the 2023-2024 Term

Meeting Date: July 25, 2023

Contact Person/Dept: Michelle Hamilton / Human Resources

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 (7/19/2023); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (7/19/2023); (E-Mail) All City Staff (7/19/2023)

Department Approval: Dana Anderson, Human Resources Director (7/19/2023)

RECOMMENDATION

Staff recommends that The Equity & Human Relations Advisory Committee (EHRAC): (1) Observe the Administration of the Oath of Office to any newly appointed EHRAC Member, as deemed necessary; and (2) Select, by majority vote, a Chairperson (Chair) and Vice Chairperson (Vice Chair) to serve in that capacity until the next reorganization in July 2024 or thereafter.

BACKGROUND/DISCUSSION

Administration of the Oath of Office

- (1) On June 26, 2023, the City Council appointed: Ifunanyachukwu Nweke and Denice Renteria to the EHRAC; Jezenia Aguirre to the EHRAC Labor Representative seat; and Ayla Moses, to the Youth seat. In addition, Haifaa Moammar and London McBride were reappointed to the EHRAC.

Selection of the Chair and Vice Chair

- (2) 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 at each meeting in July, the Committee shall elect its officers consisting of 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.

PROCEDURE

Administration of Oath of Office

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), if deemed necessary by the City Clerk's office. 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

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."

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.

AUTHORITY

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."

FISCAL ANALYSIS

There is no fiscal impact associated with this agenda item

ATTACHMENTS

None

MOTION

That the Equity and Human Relations Advisory Committee:

- (1) Observe the Administration of the Oath of Office to any appointed EHRAC Member, as deemed necessary by the direction of the City Clerk
- (2) Select, by majority vote, a Chair and Vice Chair to serve in that capacity until the next reorganization in July 2024 or thereafter.