



# Preparing for Officer Elections

Policies and Procedures

## Elections and Terms of Officers

- ◇ 5.3.1.1. Officers shall be elected from the entire Commission at its first regular meeting in **October**, or as necessary to fill unscheduled vacancies.
- ◇ 5.3.1.2. Officers of the Commission shall include a Chair and a Vice-Chair. The Recording Secretary shall be the Staff liaison.
- ◇ 5.3.1.3. Officers shall **assume office in January** and serve through the **calendar year**.

## Nominations of Officers:

◇5.3.2.1. Current Chair shall seek nominations from all Commissioners at least one month prior to officer elections. Chair shall call for additional nominees from the floor prior to a motion for officer elections.

- A commissioner may nominate another commissioner or self-nominate oneself.
- Commissioners may also reach out to the staff liaison and/or executive committee with a nomination.
- The staff liaison will confirm all known nominations before Nov's vote.

# Duties of Officers:

## 1. Chair:

- ⌚ Shall preside at all meetings of the Commission, and at other special meetings, as appropriate. The chair is an ex-officio member of all committees.
- ⌚ Shall vote to break a tie.
- ⌚ Shall create and dismiss standing committees, with approval of the Commission.
- ⌚ Shall take nominations from Commissioners for seats on various committees.
- ⌚ Shall be responsible for official Commission communications.

## Vice Chair:

- ⌚ Shall act on behalf of the Chair when Chair is unable to perform official duties
- ⌚ Participate in agenda planning with Chair and staff liaison when necessary.

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# Executive Committee

- ◆ Membership. The Executive Committee shall be composed of officers of the Commission.
- ◆ Officers of the commission shall include a Chair, a Vice Chair, and a Past Chair.
- ◆ Meetings. The Executive Committee shall meet as required to perform its duties.
- ◆ Reports. The Executive Committee shall report as needed to the Commission and give full information on its proceedings, if any.
- ◆ Responsibilities. The Executive Committee shall monitor work of the Commission with assistance of the Staff liaison. The Executive Committee shall be responsible to the Commission and reports to it.

# Additional Duties of Executive Committee

- ◇ Maintain Commission focus on mission statements.
- ◇ Maintain Commission focus on goals and objectives.
- ◇ Communicate Commission priorities to the Staff liaison.
- ◇ Consider community input in setting priorities.
- ◇ Make recommendations consistent with existing policies, programs, laws and regulations.
- ◇ Review proposals falling outside regular committee guidelines.
- ◇ Prepare correspondence on advocacy issues with assistance from staff liaison.
- ◇ Run the commission meetings. If no executive committee member is present to run a meeting, the chair will appoint a commissioner to run the meeting.

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