



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE FEBRUARY 25, 2016

ITEM NUMBER: **4a**

**SUBJECT: REORGANIZATION AND APPOINTMENT OF A CHAIRPERSON AND
VICECHAIRPERSON**

DATE: FEBRUARY 15, 2016

FROM: PARKS & COMMUNITY SERVICES / RECREATION DIVISION

PRESENTATION BY: TRAVIS KARLEN, RECREATION MANAGER

FOR FURTHER INFORMATION CONTACT: TRAVIS KARLEN @ 714-754-5052

RECOMMENDATION

Appoint a Chairperson and a Vice Chairperson for a term of approximately one year, beginning with the February 25, 2016 Commission meeting according to the guidelines provided (Attachment 1).

BACKGROUND

The Chairperson and Vice Chairperson were appointed at the February 26, 2015 Parks and Recreation Commission meeting. In accordance with Section 12-72 of the Title 12 of the City's Municipal Code (Attachment 2), the Chairperson and Vice Chairperson are to be appointed from amongst the Commissioners on an annual basis.

ANALYSIS

The Commission relies heavily on the Chairperson position and the Vice Chairperson position (in the absence of the Chairperson) to lead and direct the monthly Parks and Recreation Commission meetings. It is appropriate at this time for the Commission to consider these positions vacant and to accept nominations for the upcoming year. This will allow for the continued orderly conduct of the monthly meetings and will meet the intent of the City Municipal Code for annual elections.

FISCAL REVIEW

No fiscal review is required for this item.

LEGAL REVIEW

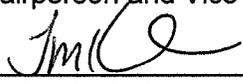
No legal review is required for this item.

ALTERNATIVES CONSIDERED

1. The Commission could elect not to appoint a Chairperson and a Vice Chairperson at this time. However, the Chairperson position is considered as currently vacant and this may affect the ability of the Commission to conduct its meetings in the future. Not appointing these positions would also be in violation of Section 12-72 of Title 12 of the City's Municipal Code.

CONCLUSION

The City's Municipal Code requires that the Parks and Recreation Commission annually appoint a Chairperson and Vice Chairperson to direct the Commission Meetings. These positions were last appointed on February 26, 2015. In order to continue to effectively carry out the duties of conducting the monthly Commission meetings, staff recommends the appointment of a Chairperson and Vice Chairperson for a one year period.



Travis M. Karlen
Recreation Manager



Tamara S. Letourneau
Assistant Chief Executive Officer

- Attachments:
1. Selection of Chairperson and Vice Chairperson Guidelines
 2. Section 12-72 of Title 12 of Municipal Code

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PARKS AND RECREATION COMMISSION

Selection of Chairperson and Vice Chairperson

1. Chairperson calls for public input on nominations for a new Chairperson.
2. Following public input, existing Chairperson (or in the absence of this position, the Vice Chairperson) of the Parks and Recreation Commission declares the position of Chairperson vacant and calls for nominations for Chairperson from the Commissioners.
3. Previous Chairperson (or Vice Chairperson) closes nominations and requests vote.
4. Newly elected Chairperson assumes leadership of the Parks and Recreation Commission meeting.
5. Chairperson declares the position of Vice Chairperson vacant and requests public input on nominations for a new Vice Chairperson.
6. Chairperson closes nominations for Vice Chairperson and requests vote.
7. Chairperson (or Vice Chairperson, in absence of Chairperson) directs proceedings for the rest of the Agenda.

NOTE: The Commission may at this time elect to change seating positions. The Chairperson normally is seated at the center of the Dias, with the Vice Chairperson immediately to his or her right or left.

- **Sec. 12-72. - Rules and regulations.**

The commission shall operate under the following rules and regulations:

(a)

Chairperson, vice-chairperson: The election of the chairperson will precede that of the vice-chairperson nominations. Elections of officers shall take place annually to coincide as closely as possible with the appointment terms of the commissioners. The commission, in event of a vacancy in either office, shall elect one (1) of its members for the unexpired term.

(b)

Meetings: The commission shall meet at City Hall, 77 Fair Drive, on the times and dates set forth by resolution of the city council. In the event the regular meeting day falls on a holiday, the regular meeting shall be held on the next business day. A regular or adjourned meeting may be adjourned to a time and place specified in the order of adjournment. Special meetings may be called at any time by the chairperson, or in the absence of the chairperson, by the vice-chairperson, by the city manager, the mayor, or by the majority of the members of the commission, by notice delivered to each available member of the commission, at least twenty-four (24) hours previous to the meeting. A regularly scheduled meeting may be cancelled or rescheduled by a majority vote of the commission, with proper notice as required by law.

(c)

Quorum: A majority of the members of the commission shall constitute a quorum for the transaction of business. No action shall be taken by the commission unless it is concurred in and adopted by the affirmative vote of at least a majority of the members present. The powers conferred to the commission shall be exercised by motion of resolution and recorded in the minutes. Upon request of any member of the commission a roll call of the vote shall be conducted, and the results thereof recorded in the minutes.

(d)

Secretary: The secretary shall be designated jointly by the director of public services and the director of administrative services. The secretary shall record the minutes of the commission and shall maintain the records of its proceedings and transactions.

(Ord. No. 90-13, § 1, 9-4-90; Ord. No. 99-8, § 20, 6-7-99; Ord. No. 02-10, § 1, 5-20-02; Ord. No. 07-1, § 1, 1-16-07)