



# *SENIOR COMMISSION AGENDA REPORT*

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MEETING DATE MARCH 8, 2016

ITEM NUMBER: **4a**

**SUBJECT: ELECTION OF CHAIR AND VICE CHAIR FOR SENIOR COMMISSION**

**DATE: MARCH 1, 2016**

**FROM: PARKS & COMMUNITY SERVICES/SENIOR SERVICES**

**PRESENTATION BY: YVETTE AGUILAR, SENIOR CENTER PROGRAM ADMINISTRATOR**

**FOR FURTHER INFORMATION CONTACT:** Yvette Aguilar, 714-327-7540,  
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## **RECOMMENDATION**

Staff recommend the Senior Commission elect a new Chair and a Vice Chair for a term of one year, according to the guidelines provided (Attachment 1).

## **BACKGROUND**

In accordance with Section 12-72 of the Title 12 of the City's Municipal Code (Attachment 2), the Chair and Vice Chair are to be elected from among the Commissioners on an annual basis.

## **ANALYSIS**

The Commission will rely on the Chair and Vice Chair positions (Vice Chair in the absence of the Chair) to lead and direct the bi-monthly Senior Commission meetings. This will allow for the continued orderly conduct of the 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**

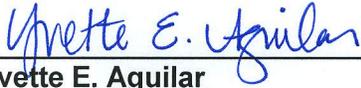
No legal review is required for this item.

## **ALTERNATIVES CONSIDERED**

1. The Commission could elect to reappoint the incumbent for the Chair and a Vice Chair at this time.

**CONCLUSION**

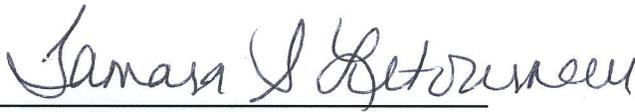
The City's Municipal Code requires that the Senior Commission annually appoint a Chair and Vice Chair to direct the Senior Commission meetings. In order to continue to effectively carry out the duties of conducting the monthly Commission meetings, staff recommend the appointment of a Chair and Vice Chair for a one year period.



**Yvette E. Aguilar**  
Senior Center Program Administrator



**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

**CITY OF COSTA MESA  
SENIOR 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 Senior 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 Senior 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](#))