



Neighborhood and Community Engagement Commission

Agenda Item: 6

Advisory Information

Title: **Election of Officers**

Action Discussion Informational

Date: July 22, 2014

Prepared By: Howard Blin, Community Engagement Manager

Attachments:

Requested Action

Elect a chair, vice-chair, second vice-chair and secretary for the Commission to serve through June 2015.

Background

The NCEC bylaws call for election of officers at the first meeting following the election and appointment of members to the Commission. The election occurred in June and the appointments process will be completed on July 18th. An excerpt from the bylaws attached below which describes the election process and the duties of the officers. The practice has been for the officers to meet as an executive committee once a month, for approximately one hour in the early evening, to draft the agenda for the meetings. That meeting

As outlined in the bylaws, the process for the election is as follows:

- Commissioners may nominate themselves or be nominated by another member.
- Commissioners need not be present at the meeting to be considered for a position. If not present, a commissioner must send written notice of their wish to be considered.
- Voting will be conducted by signed paper ballots. It is suggested that the votes be counted by a staff member and a commissioner who is not being considered for a position.
- Officers will be selected by a majority of the members present at the meeting. Proxy voting is not allowed.

- Nominations and voting will take place for the Chair position first. Once that position is filled, nominations and voting will then take place in order for the Vice-Chair, 2nd Vice-Chair, and Secretary positions. Each position will be filled before moving on to the next position.
- Candidates not elected to a position may be nominated for one of the positions filled later in the process. For example, an unsuccessful candidate for the position of Chair may be nominated for Vice-Chair, 2nd Vice Chair, or Secretary.

NCEC Bylaws Section 13.3 - Election of Officers

The NCEC Executive Committee shall consist of a Chair, a Vice-Chair, a 2nd Vice-Chair, and a Secretary. Gender balance should be encouraged.

The Executive Committee members shall be elected annually at the first regularly scheduled meeting of the NCEC following elections and appointments, ordinarily in July.

The Executive Committee shall be elected by a majority vote of the seated Commissioners present on the date of election. Proxy voting is prohibited. Voting for executive committee members shall be done by signed paper ballot.

Executive committee members shall serve one-year terms. Executive committee members may be re-elected.

Persons may serve in one executive committee position at a time.

Commissioners may self-nominate or be nominated to a position by a fellow Commissioner. Any Commissioner nominated by another person must accept the nomination before voting begins. Commissioners need not be present to be elected. A commissioner absent on the day of the elections but who desires to be considered for an executive committee position must provide written documentation denoting their acceptance of a nomination for the position(s) for which they are being nominated.

Voting shall occur in descending order beginning with the Chair position, followed by the Vice Chair, followed by the 2nd Vice-Chair, and followed by the Secretary.

NCEC Bylaws Section 13.4 – Executive Committee Roles and Responsibilities.

CHAIR.

The Chair shall respectfully open the meeting at the time at which the commission is to meet. Official business will take place when a quorum is established.

The chair shall call the members to order, announce the business before the commission in the order in which it is to be acted upon, state and put to a vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and announce the result of the vote. The Chair shall decide all questions of order, subject to an appeal to the commission, and shall inform the commission on a point of order or practice.

The Chair shall authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the commission, and in general to represent and stand for the commission, declaring its will, and in all things, carrying out the commission's resolutions.

The Chair has authority to do only those things assigned to that office by the Bylaws, or other actions as prescribed by the NCEC.

The person elected should have the ability to effectively lead, manage meetings and make decisions.

VICE CHAIR.

The Vice-Chair assumes the position of the Chair in the Chair's absence.

The Vice-Chair assists the Chair in meeting and agenda management;

2ND VICE-CHAIR.

In the absence of the Chair and Vice-Chair, the 2nd Vice-Chair assumes the responsibilities of the Chair.

The 2nd Vice-Chair assumes the responsibilities of the Secretary in the Secretary's absence.

SECRETARY.

The Secretary shall ensure that NCR Department staff maintains an accurate a record of the proceedings of the NCEC and record the minutes of each meeting, document the decisions, deliberations, and action points of each meeting.

The Secretary shall be responsible to maintain accurate meeting attendance records of the NCEC Commissioners.

The Secretary assumes the position of the Chair in the absence of the Chair, the Vice-Chair, and the 2nd Vice-Chair.

The Secretary ensures review of the minutes by the Executive Committee and that meeting minutes are delivered to NCEC Commission members not later than ten days following the regularly scheduled NCEC meeting; The Secretary shall also present the minutes to the Commission for approval at Commission meetings

The Secretary will be responsible for administering the at least annual evaluation of the NCEC, the Executive Committee and the Chair.