



*City of Arts & Innovation*

# Airport Commission Memorandum

TO: HONORABLE COMMISSIONERS DATE: JUNE 9, 2022  
FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL  
SUBJECT: ELECTION OF OFFICERS – CHAIRPERSON AND VICE CHAIRPERSON

## **ISSUE:**

Open the nomination process for Airport Commission Officers and vote to select a Chair and Vice Chair.

## **RECOMMENDATION:**

That the Airport Commission:

1. Open the nomination process for Airport Commission Officers; and
2. Vote to select a Chairperson and Vice Chairperson.

## **DISCUSSION:**

Pursuant to Section 804 of the Riverside City Charter, the Airport Commission (AC) Standing Rules requires that the election of officers be held annually at the first meeting in March. The Officers section of the Standing Rules also states:

- A. The Commission shall have at least two officers, Chair and Vice-Chair, and such other officers, as it deems necessary.
- B. The Chair shall preside over all meetings of the Commission and shall have the same rights as other members, except the Chair shall not make or second a motion. The Chair shall have the right to vote on all matters. The Chair shall sign all documents on behalf of the Commission after such documents have been approved by the Commission, and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the Commission.
- C. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice-Chair shall have the same force and effect as if taken by the Chair.
- D. The election of officers shall be conducted annually at the first meeting in March.

- E. All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.
- F. Election of officers shall be conducted in a manner prescribed by the Commission.
- G. In the event of the resignation or removal of the Chair during the year, the Vice-Chair shall become the Chair and a new election shall be held for Vice-Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
- H. If the Chair and Vice-Chair are both absent at any meeting of the Commission, the Commission shall elect a Chair Pro Tem which shall perform all duties of the Chair.

The Airport Commission did not meet during the months of March 2022 through May 2022 due to lack of quorum. As a result, nomination and voting for Chairperson and Vice Chairperson will take place at the June 9, 2022, meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Submitted by: Michael Dean, Airport Commission Coordinator  
Approved by: Carl Carey, General Services Director  
Approved by: Kris Martinez, Assistant City Manager