



*City of Arts & Innovation*

# Commission on Disabilities Memorandum

**TO: COMMISSION ON DISABILITIES**  
**FROM: GENERAL SERVICES DEPARTMENT**  
**SUBJECT: ELECTION OF OFFICERS**

**DATE: MARCH 6, 2017**

**WARDS: ALL**

## **ISSUE:**

Conduct the annual election of officers.

## **RECOMMENDATION:**

That the Commission conduct the annual election of officers.

## **BACKGROUND:**

Pursuant to Section 804 of the Riverside City Charter, the COD's Standing Rules requires that the election of officers be held annually at the first meeting in March.

## **DISCUSSION:**

The Officers section of the Standing Rules 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.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Submitted by:	Monique Gordon, ADA Coordinator
Approved by:	Carl Carey, General Services Director
Approved by:	Marianna Marysheva, Assistant City Manager