

SUBJECT: **ELECTION OF CHAIR & VICE CHAIR AND DISCUSSION OF
MEETING DAY AND LOCATION**

PREPARED BY: **CITY CLERK'S OFFICE**
Melissa Crowder, City Clerk
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STATEMENT ON THE SUBJECT:

The Historic Preservation Commission will elect a new Chair and Vice Chair as well as discuss a new meeting day and location for the Commission.

RECOMMENDATIONS:

- 1) Elect a new Chair and Vice Chair.
- 2) Discuss changing the meeting day of the Commission to the 2nd Monday of each month.
- 3) Discuss changing the meeting location of the Commission.

BACKGROUND / ANALYSIS:

Election of Chair & Vice Chair

The Historic Preservation Commission By-Laws state that at the first meeting in July, the Commission shall elect a Chair and Vice Chair from its members. All election(s) of the Chair and Vice Chair will be conducted by the City Clerk or the City Clerk's designee in accordance with the process developed by the City Clerk's Office. The term of the Chair and Vice Chair shall be one year, and no Commissioner shall serve more than one consecutive term as Chair. To be nominated, the Commissioner must have served on the Commission at least six (6) months prior to the election. Additionally, the current Chair shall not be eligible for nomination as Vice Chair.

This information can be found beginning with Section 3 of the By-Laws as well as information regarding the role of the Chair and Vice Chair. For your convenience it is outlined below:

- 3.1 Officers.** The Commission shall elect from its membership a Chair, who

shall preside over Commission meetings. The Commission shall also elect a Vice-Chair, who shall preside in the absence of the Chair. The Chair and Vice-Chair are sometimes referred to herein as the “presiding officer.” The Chair shall have the following powers:

- 3.1.1 To call to order the Commission meeting and to conduct the order of business as set forth in the agenda.
- 3.1.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Commission;
- 3.1.3 To move, second, debate and vote;
- 3.1.4 To rule motions in or out of order;
- 3.1.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;
- 3.1.6 To rule on questions of parliamentary procedure based generally on Rosenberg’s Rules of Order;
- 3.1.7 To sign all resolutions and other documents necessitating his or her signature;
- 3.1.8 To call a brief recess during a meeting;
- 3.1.9 To appoint commissioners to subcommittees with the approval of the Commission; and
- 3.1.10 The presiding officer shall maintain decorum by completing the business of the body as described on the agenda within a reasonable time; conduct business in a professional, businesslike and respectful manner that allows for meaningful deliberation and focuses on issues; incorporate public participation in a way that satisfies the requirements of the Brown Act and provides the public a meaningful, yet managed, role in the meeting; and use parliamentary procedure as a tool for organizing actions of the body and not an obstacle to getting business accomplished.

The presiding officer’s determination as to any of the above matters may be overruled by a majority of the Commissioners present.

- 3.2 **Organizational Meeting.** At its first meeting in July, the members of the Commission shall elect a Chair and Vice-Chair from among its members.

All election(s) of the Chair and Vice-Chair will be conducted by the City Clerk or the City Clerk’s designee in accordance with the process developed by the City Clerk’s Office.

- 3.3 **Term of the Chair and Vice-Chair.** The term of office of the Chair and Vice-Chair shall be one year. A Commissioner shall not serve more than one consecutive term as Chair. Nothing shall prevent the Commission from removing and replacing the Chair or Vice-Chair at any time during their

respective terms, provided that the item is properly on the agenda of the meeting. If, due to extenuating circumstances, a Chair or Vice-Chair serves less than 9 months, they shall be eligible to be nominated and re-elected to serve a consecutive term of one year at the annual election in July.

- 3.4 Eligibility Requirements of the Chair and Vice-Chair.** A Commissioner/Advisory Boardmember shall not serve as Chair unless they have served on the Commission for at least six months prior to the election, unless, due to extenuating circumstances, someone who has served on the Commission for more than six months is not available to serve as Chair. If no members meet this requirement, nominations will be open to any member of the body for consideration. The current Chair of the Commission/Board is not eligible for nomination as the Vice-Chair.

Discuss of Meeting Day and Location

At the May 20, 2024 City Council meeting, the City Council approved a change to the meeting day of the Public Safety Commission (Attachment B). The public safety reports that staff provide to the Commission and public were difficult to complete in time for 2nd meeting of the month. Moving the meeting to the 4th Monday of the month allowed for more time for our public safety partners to complete their data analysis and draft the reports. The Commission's new meeting day is the 4th Monday of the month which conflicts with the Historic Preservation Commission's meeting day. During the City Council discussion, the Council requested that the City Clerk work with the Historic Preservation Commission (HPC) to find a new meeting day so that two Commissions aren't meeting on the same day. There was also a request from one of the HPC Commissioners also requested that a discussion of the meeting location for the Commission be agendaized for discussion. Currently, HPC meets at the Plummer Park Community Center in Rooms 5 & 6. The only other location that HPC may consider is the City Hall First Floor Community Meeting Room.

If the HPC changes its meeting day and/or meeting location, the City Clerk will take an item to the August 5th City Council meeting for formal consideration by the City Council.

CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST

HOLLYWOOD GENERAL PLAN:

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- OSP-1: Adaptability to Future Change.
- OSP-2: Institutional Integrity.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- G-1: Ensure that the community is active and engaged in the decision-making process.
- G-2: Maintain transparency and integrity in West Hollywood's decision-making process.

EVALUATION PROCESSES:

N/A

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

N/A

COMMUNITY ENGAGEMENT:

N/A

OFFICE OF PRIMARY RESPONSIBILITY:

ADMINISTRATIVE SERVICES DEPARTMENT / CITY CLERK DIVISION

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment A – Historic Preservation Commission By-Laws

Attachment B – May 20, 2024 City Council Minutes