



City of Costa Mesa

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 22-922

Meeting Date: 11/3/2022

TITLE:

ELECTION OF A CHAIRPERSON AND VICE CHAIRPERSON

DEPARTMENT: NOVEMBER 3, 2022

PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST

CONTACT INFORMATION: (714) 754 - 5300

RECOMMENDATION:

Staff recommends that the Arts Commission elect a Chairperson and Vice Chairperson for the 2022-2023 year.

BACKGROUND:

The Arts Commission is a newly created seven (7) member Commission. The appointments for Commission Chair and Vice Chair are made on an annual basis after the Commission has acquired a full roster of members.

The Arts Commission was established outside of the regular Commissioner appointment schedule which usually occurs in February. Staff are recommending that the term identified for the Chairperson and Vice Chairperson be approved from November 2022 until January of 2024, giving both Commissioners 15 months to serve as the Chairperson and Vice Chairperson. In 2024, the term for both positions would be one year.

ANALYSIS:

The Chairperson role is critical to the Commission as the Chairperson is responsible for running the meetings on a monthly basis. The Chairperson typically has more interaction with staff liaisons, and is often consulted on the agenda prior to posting. The Chairperson is typically a senior member of the Commission, and typically has experience leading meetings. The Chairperson not only leads the meeting, but is responsible for providing direction and instructions to both the Commissioners and members of the public in attendance to ensure all meetings are orderly.

The Vice Chairperson role has the primary responsibility of serving as the backup to the Chair. The Vice Chair will run the meetings in the absence of the Chair, whether it be through an excused absence or if the Chair needs to recuse themselves for any reason. The Vice Chair is also typically a senior member of the Commission, with experience leading meetings. As with the Chairperson, the Vice Chair will be filled on an annual basis.

FISCAL REVIEW:

No fiscal review is required for this item.

LEGAL REVIEW:

No legal review is required.

CONCLUSION:

The City's Commission & Committee Handbook requires that the Arts Commission annually appoint a Chair and Vice Chair to direct the meetings. To effectively carry out the duties of conducting the monthly Commission meetings it is the recommendation of the Arts Specialist that the Commission appoint a Chairperson and Vice Chairperson through January 2024.

Historically, the Chairperson and Vice Chairperson are rotated as indicated in the City Commission & Committee Handbook (Attachment 1). This allows opportunity for interested members to take on the role as chairperson or vice chairperson. Nominations are pending acceptance from the nominated party and commission voting.