



**Advisory Redistricting Commission  
July 14, 2021  
Chair/Vice-Chair Duties**

**Chair and Vice-Chair**

The role of the Chair and Vice-Chair is to provide leadership to the commission and assist with the planning of commission business.

The Chair or Vice-Chair in the Chair's absence, assists staff with:

- Leadership of the commission
  - Main staff contact
  - Helps plan or provides input on commission activities
    - At times sole contact to prevent Brown Act violations
- The planning of commission meetings ensuring the commission is remaining on task, working towards a common goal, and following the commission's mandated procedures.
- During the meeting:
  - Call the meeting to order
  - Announce agenda items (at times, items may be taken out of order at the pleasure of the Commission)
  - Request input from other commissioners
  - Consult with County Counsel and Clerk to ensure proper legal and parliamentary processes are followed
- Other tasks as presented and discussed with staff or the commission (in an open meeting setting)

**The Selection of Chair and Vice-Chair**

The Chair and Vice-Chair are nominated by the commission. At a meeting of the commission in which the selection of Chair and Vice-Chair are agendized, each commissioner will have the opportunity to nominate or support the nomination of another commissioner for either role.

**Nomination and vote process**

**Commissioner 1:** I nominate Commissioner X for chair (or vice-chair)

**Commissioner 2:** I second the nomination

*If there is no seconder or a second nominee for the role, the sole nominated person will be awarded the role if there are no objections from the commission.*

**Nominated Commissioner:** “I accept the nomination” or “I decline the nomination”

*If the nomination is accepted the Chair will ask the Clerk to call the roll vote.*

*If the nomination is declined, the commission must select another member for the role.*

**Clerk** calls the roll vote for each role and set of nominations. Once the vote is collected, the clerk will announce the result.

*This process repeats for the Vice-Chair role.*

### **Roles during the meeting**

#### **Chair**

1. **Chair: [Opening of the meeting]**

Announce: “This is the meeting of the Advisory Redistricting Commission on {date of meeting}. Will the Clerk please call the roll?”

2. **[Roll Call]** The Clerk will call the roll.

3. **Chair:** Announces title of each agenda item ahead of the staff presentation. Items may be taken out of order at the pleasure of the Commission to ensure quorum or best option to conduct the commission’s business in a transparent and timely manner.

After staff presentation the **Chair** asks the **Clerk** if there are any members of the public wishing to address the commission on the matter.

After public comment or if there is no comment, the **Chair** can request a motion.

4. **Chair:** “Can I have a motion to approve (state title of the item/or requested action)?”

**Commissioner 1:** I motion to approve (state title of the item/or requested action)

**Commissioner 2:** I second the motion.

**Chair:** “Clerk, please call the vote”

**Clerk:** Calls roll call vote and announces vote results

**If there is an amendment or substitution motion:**

**Commissioner 3:** I would like to make a (friendly amendment or substitution) to the motion to (clearly state what amendment or substitution is)

**For substitute motion:**

A Commissioner must second the motion for it to move forward to a vote.

**Makers of the motion accept the amendment or substitution:**

If there is no second for the substitute motion, the motion is null. If the maker and seconder of the motion accept the amendment, the amended motion will be voted on. If they do not accept the amendment, it may be presented as a substitute motion if another commissioner seconds the substitute motion. The substitute motion is vote is called before the original motion vote. If the substitute motion passes, it is the final motion for the item. If the substitute motion fails, the commission will vote on the original motion. If all motions fail, the commission may present another motion, reach a consensus

5. **[ORAL COMMUNICATIONS] Chair:** “This is the time for the public to speak on any item not on today’s agenda for a period of up to 3 minutes. The clerk will set the timer. Clerk, are there any members of the public wishing to speak under oral communications/public comment?”

*The Clerk will call each speaker, run the timer, and announce the end of public comment.*

**To close the meeting**

6. At the end of the meeting the Chair will announce the adjournment of the current meeting.

**Chair:** “This meeting is now adjourned. The next meeting is scheduled for (state date of next meeting).”

**Vice-Chair**

7. The Vice-Chair provides support during the meeting such as noting any commission requests to staff, assisting with maintaining commission on task and assumes all duties held by the Chair in the Chair's absence.

For assistance with follow-up questions please contact the Chief Deputy Clerk of the Board at 831-454-2335