

DATE: January 31, 2023

TO: Rental Housing Committee

FROM: Anky van Deursen, Rent Stabilization Program Manager

SUBJECT: Election of a Chairperson and/or a Vice Chairperson

RECOMMENDATION

Nominate and elect one member of the Rental Housing Committee to serve as Chairperson (and/or one member as Vice Chairperson, if needed) for the remainder of the current annual term until the end of April 2023.

INTRODUCTION AND BACKGROUND

The Community Stabilization and Fair Rent Act (CSFRA), Section 1709(a), provides that: “Annually, the Committee shall elect one of its members to serve as Chairperson. The first order of business for the Rental Housing Committee is to elect a Chairperson.” Chapter 3 of the Regulations describes the roles and responsibilities of the Chair and the Vice Chair in more detail. The Chair presides at all meetings of the Rental Housing Committee (RHC), signs written resolutions of the RHC, and meets with staff to set the agenda for RHC meetings. In the event of, and during, the absence or disability of the Chair, the Vice Chair shall perform all duties of the Chair and preside as Chair at RHC meetings.

The Chair and Vice Chair are elected on an annual basis in April of each year. The term for the Chair and Vice Chair runs from May of each year until the end of April of the following year. In April 2022, the RHC elected Nicole Haines-Livesay as Chair and Emily Ramos as Vice Chair. However, Nicole Haines-Livesay has resigned from the RHC as of February 1, 2023 due to her relocation to Michigan. The RHC may want to elect a new Chair (and/or a new Vice Chair if the current Vice Chair is elected as Chair) until the annual election of a Chair/Vice Chair in April 2023.

As a reminder, Chapter 3 of the Regulations, Code of Conduct, defines the roles and responsibilities of the Chair and Vice Chair as follows:

“Powers and Duties of Chair. The Chair shall have the following powers and duties:

- a. Preside at all meetings of the Committee and at all hearings conducted by the Committee.
- b. Sign all written resolutions of the Committee and all minutes of all meetings or hearings of the Committee which have been approved by the Committee.
- c. The Chairperson shall perform such other duties as may be required of the Chairperson either by State law or by resolution or order of the Committee consistent with State law and shall perform such other duties as may be necessary to perform the required duties of the Chairperson.
- d. Meet with staff, as appropriate, to set the Agenda for Committee meetings.

Powers and Duties of Vice Chair. The Vice Chair shall have the following powers and duties:

- a. The Vice Chair shall have and perform all powers and duties of the Chairperson in the event of, and during, the absence or disability of the Chairperson.
- b. The Vice Chairperson shall preside as Chairperson at all meetings and hearings of the Committee in the event of, and during, the absence or disability of the Chairperson.
- c. The Vice Chair shall perform such other duties as may be required of the Vice Chair either by State law or by resolution or order of the Committee consistent with State law and such other duties as may be necessary to perform the required duties of the Vice Chair.”

ALTERNATIVE

Do not elect a new Chair currently but have the Vice Chair assume the responsibilities of the Chair until the annual election takes place in an RHC meeting in April 2023.

FISCAL IMPACT

The election of a Chair and Vice Chair does not affect the budget of the RHC.

PUBLIC NOTICING—Agenda posting.

AVD/JS/6/CDD/RHC
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