

**MEMORANDUM**

Rent Stabilization Division
Housing Department

DATE: April 24, 2025

TO: Rental Housing Committee

FROM: Anky van Deursen, Rent Stabilization Division Manager

SUBJECT: Annual Election of Chair and Vice Chair

RECOMMENDATION

Nominate and elect one member of the Rental Housing Committee to serve as Chair and one member as Vice Chair for one (1) annual term effective May 1, 2025 through April 30, 2026.

SUMMARY

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 Chair. The first order of business for the Rental Housing Committee ("RHC") is to elect a Chair." Chapter 3 of the regulations describes the roles and responsibilities of the Chair and the Vice Chair in more detail and establishes that the Chair and Vice-Chair serve one-year terms. The Chair presides at all RHC meetings, 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.

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 Chair shall perform such other duties as may be required of the Chair 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 Chair.
- 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 Chair in the event of, and during, the absence or disability of the Chair.
- b. The Vice Chair shall preside as Chair at all meetings and hearings of the Committee in the event of, and during, the absence or disability of the Chair.
- 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.

The RHC elects the Chair and Vice Chair each April. The term for the new Chair and Vice Chair runs from May 1, 2025 through April 30, 2026.

FISCAL IMPACT—The election of a Chair and Vice Chair has no fiscal impact.

PUBLIC NOTICING—Agenda posting, posting on the City’s website, and email to distribution list.

AvD/KG/1/HSN/RHC
895-04-24-25M-2