



CITY OF MOUNTAIN VIEW

MEMORANDUM

CSFRA, Community Development Department

DATE: April 23, 2018

TO: Members of the Rental Housing Committee

FROM: Anky van Deursen, Associate Planner

SUBJECT: Election of a Chairperson and a Vice-Chairperson

STAFF RECOMMENDATION

That the Rental Housing Committee ("RHC") nominate and elect one member of the RHC to serve as Chairperson and one member as Vice-Chairperson for an annual term from May 1, 2018 until April 30, 2019.

BACKGROUND & INTRODUCTION

The Community Stabilization and Fair Rent Act ("CSFRA") Section 1709(a) provides: "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." The CSFRA does not describe the roles and responsibilities of the Chairperson. Traditionally, the Chairperson oversees the conduct of the committee meetings and assists in the preparation of the RHC meeting agendas.

On May 8, 2017, the RHC decided to elect as Chairperson Vanessa Honey and as Vice-Chairperson Evan Ortiz for the period of May 2017-April 2018. Since this election needs to take place on an annual basis, the term for the new Chairperson and Vice-chairperson would run from May 2018 until April 2019.

On May 21, 2017 the RHC further defined the roles and responsibilities of the Chairperson and Vice-Chairperson by adopting the following regulations in a resolution establishing Chapter 3 "Code of Conduct":

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 shall 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.

FISCAL IMPACT

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

PUBLIC NOTICING

— Agenda posting