

**DATE:** April 25, 2024

**TO:** Rental Housing Committee

**FROM:** Patricia Black, Senior Management Analyst  
Wayne Chen, Housing Director

**SUBJECT:** **Annual Election of Chairperson and Vice Chairperson**

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**RECOMMENDATION**

Nominate and elect one member of the Rental Housing Committee to serve as Chairperson and one member as Vice Chairperson for an annual term from May 2024 until the end of April 2025.

**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 (“RHC”) 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 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 CSFRA regulation “Code of Conduct” defines the roles and responsibilities of the Chairperson and Vice Chairperson 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.

The Chairperson and Vice Chairperson usually are elected on an annual basis in April. The term for the new Chairperson and Vice Chairperson would run from May 2024 until the end of April 2025.

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

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

PB-WC/KG/4/HSN/RHC  
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