

**Wheels Accessible Advisory Committee**

**WAAC**

SUBJECT: Election of Wheels Accessible Advisory Committee Vice Chair

FROM: Kadri Klm, Paratransit Planner

DATE: November 1, 2017

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**Action Required**

Hold Election for the position of the Wheels Accessible Advisory Committee Vice Chair

**Background**

At the July 2017 WAAC meeting Jan Cornish was elected for a committee Chair position and Herb Hastings for the committee's Vice Chair position. However, at the September 2017 meeting the Chair announced that due to unforeseen reasons she unfortunately has to move out of the state and can no longer serve as the Chair. The committee members voted that the current Vice Chair Herb Hasting assume the duties of the Chair throughout the remainder of the FY18 and the committee elect a new Vice-Chair at their November 1, 2017 meeting.

Section 3.5 of the Committee Bylaws states the following:

- (a) The Committee shall elect a Chair and Vice Chair from among its members. The Committee Chair and Vice Chair shall not represent the same city.
- (b) The Chair and Vice Chair shall be elected at the last meeting of each fiscal year and assume office at the first meeting of the new fiscal year.
- (c) The Chair shall preside at all meetings of the Committee, call special meetings, and act as spokesperson of the Committee with the authorization of the Committee pursuant to Section 4.1 of these Bylaws.

- (d) The Vice Chair shall assume all duties of the Chair in the absence of, or upon request of, the Chair.
- (e) The Chair or his/her designee shall make an oral report at the meeting of the Board of Directors following the Committee's meeting. The designee shall be the Vice Chair of the Committee or a Committee member.
- (f) In the absence of the Chair and Vice Chair, the Committee shall appoint a Chair Pro-Tem to fill the duties of the Chair.

Chair and Vice Chair will work with staff to create the Committee agendas.

### **Election Process**

The WAAC bylaws do not outline a specific nomination and election process for the Committee Vice Chair. As a result, the process that the LAVTA Board of Directors uses will be followed. The elections for Vice Chair will be held using the following steps:

1. WAAC members will nominate other WAAC members or they may nominate themselves for the vacant position. All nominations must be seconded.
2. Nominees will be given up to two minutes to state their qualifications to the members. This is not required.
3. Each WAAC member will write the name of the candidate of their choice on a piece of paper (staff assistance is available, if needed). Members must be present to vote.
4. Staff will count the votes and announce the results. The nominee with the most votes wins the election for the position.

### **Recommendation**

Nominate and elect the Vice Chair in accordance with the WAAC bylaws for fiscal year 2018.