

STAFF REPORT

SUBJECT: Election of Wheels Accessible Advisory Committee Chair and Vice Chair for FY22

FROM: Kadri Klm, Paratransit Planner

DATE: July 7, 2021

---

**Action Required**

Hold Election for the positions of the Tri-Valley Accessible Advisory Committee Chair and Vice Chair.

**Background**

The TAAC needs to elect a new Chair and Vice Chair from amongst its members. 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**

Please note that due to this meeting being a Zoom meeting the process has been adjusted to accommodate virtual meeting. The elections for Chair and Vice Chair will be held separately using the following steps:

1. TAAC members will nominate other TAAC 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 TAAC member will cast their vote via one of the following ways:
  - a. Email it to [kkulm@lavta.org](mailto:kkulm@lavta.org)
  - b. Text message to 925-605-6094
  - c. Call the number 925-605-6094

When submitting your vote please include the name of your choice and also your own name.

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 Chair and Vice Chair in accordance with the TAAC bylaws for fiscal year 2022.