

## Arts Commission Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
August 17	
September 21	Last Chance to Propose Study Issues/Budget Issues for 2012
October 19	
November 16	Ranking of Study Issues for 2012
December 21	



**City of Sunnyvale  
Community Services Division  
Department of Library and Community Services**

**ARTS COMMISSION  
PARKS AND RECREATION COMMISSION**

**ELECTING THE CHAIR AND VICE-CHAIR**

**OPEN NOMINATIONS**

**1. Presiding Officer opens the floor for nominations for the office of the Chair for the coming fiscal year.**

- Any member may nominate any member, including oneself.
- No second is required.
- The person nominated should accept or decline the nomination.
- After the first nomination, the Presiding Officer keeps the floor open for additional nominations (if any).
- The persons nominated may speak to their goals if they choose.

**CLOSE NOMINATIONS**

**2. Once all nominations have been received, the Presiding Officer declares nominations for Chair closed.**

- Motion to close is not necessary.

**VOTE**

**3. Nominations are voted upon in the order taken.**

- The nomination with the majority of "yes" votes holds and the new Chair is elected.

**4. The member just elected assumes the Chair.**

**5. The same process is repeated for the Vice-Chair.**