



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

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

5. The newly-elected Chair assumes the duties at the next meeting, after completion of mandatory Chair training.