



## TITLE

Selection of Chair and Vice Chair

## RECOMMENDATION

Nominate and select a Chair and Vice Chair to the Open Space, Active Transportation, and Sustainability Commission for the term of January 1, 2026, to December 31, 2026.

## CONTACT

Alexandra Ikeda, Deputy City Manager

## BACKGROUND & ANALYSIS

The current term of the Chair and Vice Chair for the Open Space, Active Transportation, and Sustainability Commission expired at the end of 2025. As per established procedure, it is now time for the Commission to select leadership for the upcoming year from January 1, 2026, to December 31, 2026.

### Primary Responsibilities of the Commission Chair

- 1. Leadership:** Provide strong and effective leadership to the Commission, guiding its overall direction and ensuring that its direction aligns with the Council's established goals.
- 2. Meeting Facilitation:** Preside over commission meetings, ensuring the discussions are productive, relevant, and in accordance with the agenda. The Chair is responsible for maintaining order and ensuring a respectful atmosphere.
- 3. Represent the Commission:** Act as the primary representative of the Commission in interactions with external stakeholders, the public, and other organizations. This may include attending events or collaborating with other Commissioners.
- 4. Decision-Making:** Facilitate decision-making processes within the Commission, often by guiding discussions, seeking consensus, or overseeing votes on important matters.
- 5. Communication:** Keep Commission members informed about relevant developments, decisions, and activities. Communicate effectively with members, staff, and stakeholders.
- 6. Collaboration with Staff:** Work closely with Commission staff to ensure the smooth operation of the Commission and efficient meeting process.

### Primary Responsibilities of the Commission Vice Chair

- 1. Support the Chair:** Assist the Chair in their duties and step in when the Chair is unavailable or temporarily unable to fulfill their responsibilities.
- 2. Preparation for Chair Role:** The Vice Chair often serves as a preparation for the Chair role in the future, gaining experience and understanding the responsibilities of the position.
- 3. Collaboration:** Working closely with the Chair, Commission members, and staff to foster a collaborative and productive environment.
- 4. Decision-Making:** Contribute to the decision-making processes of the Commission, providing input and support to ensure an efficient meeting process.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **FISCAL IMPACT**

Not Applicable

## **ENVIRONMENTAL REVIEW**

None

## **COMMUNICATION**

Level 0: No Further Public Communication Needed

The staff report serves as the formal communication regarding this item.

## **ATTACHMENTS:**

None