

# Memorandum

**REPORT TO:** Inter-Neighborhood Council

**FROM:** Emily Kiely, City Liaison

**SUBJECT:** Officer Elections

**MEETING DATE:** June 12, 2025

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** Vote for Chair, Vice Chair, and Secretary/Treasurer

**STRATEGIC PLAN:** 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

**BACKGROUND:** As stated in the INC Bylaws:

- A. Elections of INC officers shall occur in the final meeting of the fiscal year held in the month of June, with the exception to the 2013 year.
- B. A nominating committee may be appointed by the Chair to propose, for the final meeting of the fiscal year, one or more eligible candidates from the INC for each office for the coming year. Nominations shall also be accepted from the floor. All candidates must have accepted the nomination and be a qualified delegate of the INC.
- C. The INC shall elect officers by a successful vote.
- D. Voting shall be by secret ballot if there is more than one (1) candidate for office.
- E. The ballots shall be maintained by the Secretary-Treasurer for sixty (60) days and shall then be destroyed.
- F. The Secretary-Treasurer, in partnership with the City Liaison, will obtain the names, mailing addresses, telephone numbers, e-mail addresses and terms of office of newly elected INC officers.
- G. Newly elected officers shall be installed in the first meeting of the fiscal year of the month of July.
- H. Terms of office for INC officers shall be a recommended (but not mandated) maximum of two years.
- I. The Secretary-Treasurer, in partnership with the City Liaison, shall maintain a list of recognized neighborhood association members interested in serving as a delegate to, or officer in, the INC. This list shall be consulted when a delegate, or delegates, is needed to fill a vacancy and/or when officers are nominated.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** None

**FISCAL EFFECTS:** None

Report compiled on: June 5, 2025