

# REPORT

To the Honorable Mayor and City Council  
From the City Manager

December 11, 2006

## Subject

Proposed By-laws amendment for Housing and Human Concerns Committee

## Recommendation

By motion, approve the proposed By-laws amendment for the Housing and Human Concerns Committee to allow election of officers to occur in September of each year following City Council committee appointments and add a new section regarding Vacancies of Officers.

## Background

The Housing and Human Concerns Committee (HHCC) was reorganized in its present form by resolution of the City Council in 1994. At that time, the committee's By-laws were approved. A new committee was appointed in January 1995.

The By-laws include a provision to annually elect officers, a Chairperson and a Vice Chairperson, at the first regular meeting in January (Article III, Section 3.2). The Committee would like to amend the timing of the election of officers to be more compatible with the annual work of the committee. Typically, January through March is the Committee's busiest time. This is the period when they review agency funding applications and make recommendations to the City Council for the following fiscal year's budget. This involves agency presentations, interviews, and finally deliberations regarding the funding requests. The Committee feels that this process could be better served if the officers could be seated in advance to allow time to familiarize themselves with the Committee's functions before starting this intense process.

Additionally, the Committee would like to add a new subsection to Article III regarding Vacancies of Officers. They would like a provision that allows the committee to elect a new officer in the event of a vacancy at the next regular meeting with proper notification.

Therefore, the Committee recommends changing Article III Officers, Section 3.2 Election and Term, to read September rather than January.

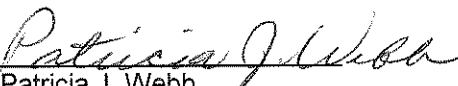


The Committee also recommends adding Article III Officers, Section 3.6 Vacancies of Officers to read: If a vacancy of the Chair or Vice Chair occurs during the officers' term, the presiding Officer shall hold an election at the next regular meeting provided that at least 14 days are available to properly notice the upcoming election.

**Alternative**

- 1) Do not amend the By-laws in which case the officers would continue to be elected in January of each year. There would be no provision for dealing with vacancies of officers should they occur during the officers' term.
- 2) Amend the By-laws by recommending an alternative month other than September.

**Fiscal Impact**

There is no fiscal impact resulting from this proposed amendment to the By-laws.

 _____ Patricia J. Webb Housing & Economic Development Manager	 _____ Peter Ingram Community Development Director	 _____ Ed Everett City Manager
---	---	--

Full copy of by-laws available for review in the City Clerk's office

Attachment 1

**Attachment 1**

**ARTICLE III**

**The following provisions of the Housing and Human Concerns Committee By-laws are hereby amended in their entirety to read as follows:**

**Section 3.2 Election and Term**

The Officer's of the Committee shall be elected annually at the first regular meeting in September of each calendar year. No officer shall serve more than two successive one-year terms in any position.

**Section 3.6 Vacancies of officers**

If a vacancy of the Chair or Vice Chair occurs during the officer's term, the presiding officer shall hold an election at the next regular meeting providing that at least 14 days are available to property notice the upcoming election.