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**CITY OF POMONA  
VEHICLE PARKING DISTRICT  
BOARD OF PARKING PLACE COMMISSIONERS  
STAFF REPORT**

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February 12, 2026

To: Vehicle Parking District Board of Parking Place Commissioners

From: Meg McWade, Public Works Director

Submitted By: Arnold Dichosa, City Engineer

**SUBJECT: APPOINTMENT OF THE VEHICLE PARKING DISTRICT (VPD) BOARD OF PARKING PLACE COMMISSIONERS CHAIRPERSON AND VICE-CHAIRPERSON FOR THE ANNUAL TERM FROM FEBRUARY 2026 THROUGH FEBRUARY 2027**

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**RECOMMENDATION:**

It is recommended that the Vehicle Parking District Board of Parking Place Commissioners take the following actions:

- 1) Open nominations for a Chairperson and upon the closing of nominations take a vote to appoint a Chairperson (by majority vote); and
- 2) Open nominations for a Vice-Chairperson and upon closing all nominations take a vote to appoint a Vice-Chairperson (by majority vote).

**EXECUTIVE SUMMARY:**

The Citywide boards, commission and committee bylaws stipulate that the Chairperson and Vice-Chairperson must be appointed annually each February for a one-year term. After serving as Chair, a Commissioner is ineligible to serve again as Chair until all Commissioners have had the opportunity to do so. Similarly, the Vice-Chairperson may serve as Chair but cannot return to the Vice-Chairperson role until each Commissioner has had the chance to serve in that position. However, the bylaws also allow the Commission to extend the terms of the current officers for an additional year through a majority vote. If approved, the Chair and Vice-Chairperson can be re-nominated and re-elected for another term beginning in February 2026.

**DISCUSSION:**

To comply with the current Citywide bylaws, nominations for the Chairperson and Vice-Chairperson positions are conducted every February to appoint new officers. According to the by-

laws, each officer must be elected by a majority vote of the Board, and nominees should have served on the Board for at least one year. The election process will proceed as follows:

1. The Chair will open nominations for the Chairperson position.
2. Commissioners will nominate candidates, and a second will confirm the nomination.
3. Once nominations are complete, the Chair will close them.
4. A roll call vote will be taken, with each Commissioner entitled to one vote. The Commissioner receiving the most votes will be elected Chairperson.
5. The same process will then be followed to elect the Vice-Chairperson.
6. Upon completion of the elections, the new officers will immediately assume their duties until the next election in February 2027.

The Chairperson's duties include representing the Board, leading meetings, communicating between the Commissioners and staff, signing official documents including meeting minutes, and working with staff to schedule and cancel meetings as needed. The Vice-Chairperson assumes the Chairperson's responsibilities in their absence.

If both the Chair and Vice-Chairperson are absent, the bylaws state that the Secretary will call the Commission to order, and a temporary "Presiding Officer" will be selected, typically the Commissioner with the most seniority.

The elections for Chair and Vice-Chairperson will be conducted separately, starting with the Chair, and the newly elected officers will assume their roles immediately after the election until the meeting adjourns.

Prepared by:

Sylvia Gonzales, Management Analyst

**ATTACHMENTS:**

Attachment No. 1 – Resolution 2021-84 Commission By-Laws