



**CITY OF POMONA
FAIRPLEX MITIGATION FUND ADVISORY
COMMITTEE
STAFF REPORT**

March 19, 2025

To: Fairplex Mitigation Fund Advisory Committee

From: Meg McWade, Public Works Director
Andrew Mowbray, Finance Director

Submitted By: Sylvia Gonzales, Senior Administrative Assistant

**SUBJECT: APPOINTMENT OF THE FAIRPLEX MITIGATION FUND ADVISORY
COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR THE
ANNUAL TERM FROM FEBRUARY 2025 THROUGH FEBRUARY 2026**

RECOMMENDATION:

It is recommended that the Fairplex Mitigation Fund Advisory Committee Members 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 City-wide boards, commission and committee by-laws stipulate that the Chairperson and Vice-Chair must be appointed annually each February for a one-year term. After serving as Chair, a Committee Member is ineligible to serve again as Chair until all Committee Members have had the opportunity to do so. Similarly, the Vice-Chair may serve as Chair but cannot return to the Vice-Chair role until each Committee Member has had the chance to serve in that position. However, the by-laws also allow the Committee to extend the terms of the current officers for an additional year through a majority vote. If approved, the Chair and Vice-Chair can be re-nominated and re-elected for another term beginning in February 2025.

DISCUSSION:

To comply with the current Citywide by-laws, 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. Committee Members 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 Committee Member entitled to one vote. The Committee Member 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 2026.

The Chairperson's duties include representing the Board, leading meetings, communicating between the Committee Members 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 by-laws state that the Secretary will call the Committee to order, and a temporary "Presiding Officer" will be selected, typically the Committee Member 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.

Sylvia Gonzales
Senior Administrative Assistant

ATTACHMENT(S):

Attachment No. 1 – City of Pomona Ordinance No. 4328 – "Standard Bylaws for All Boards, Commissions, and Committees"