



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Item #: A

Parks & Recreation Advisory Commission Staff Report

DATE: March 21, 2024
TO: Parks & Recreation Advisory Commission
FROM: Samantha Holland, Parks & Recreation Director

SUBJECT:
Appoint Chair and Vice Chair for a 2 Year Term

DISCUSSION/BACKGROUND

Section G of the Parks and Recreation Advisory Commission Bylaws state:

G. Officers:

The Commission shall elect a Chair and a Vice Chair from among its members annually in January of each year. Term of office for the Chair and Vice Chair shall be two years. The

Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

a. Chair: Shall preside at all meetings of the Commission; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent

Commission to Town Council; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.

b. Vice-Chair: Shall preside at all meetings and perform all duties of the Chair in his/her absence.

c. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro-tem and have an order so stating entered into the record.

We did not appoint a new Chair and Vice Chair in January as we had three members who had terms up and those seats had yet to be appointed by the Town Council at the January 2024 meeting. The two year term for Chair and Vice Chair will begin tonight and end January 2026.

FISCAL IMPACT

Is there a Fiscal Impact? No

Is it Currently Budgeted? No

Where is it Budgeted?

Is it Mandatory or Discretionary? Mandatory

Is there a Staff Resource Impact? Nominal

RECOMMENDATION

Receive staff report and direct questions to staff.

Take Nominations for Chair.

Take Nominations for Vice Chair.

Motion and second to approve appointment of Chair and Vice Chair.