



**STAFF REPORT TO COMMUNITY AND LIBRARY SERVICES
COMMISSION (CLSC)**

TO: Chair and Members of the CLSC Commission

SUBMITTED BY: Christopher Roke, Parks and Recreation Director

MEETING DATE: January 12, 2026

TOPIC: Election of Chair and Vice Chair

RECOMMENDATION:

Staff recommends the Community and Library Services Commission:

1. Nominate one or more candidates to serve as Chair for a term of one year;
2. Elect a Chair;
3. Nominate one or more candidates to serve as Vice Chair for a term of one year;
4. Elect a Vice Chair;

Action is required for this item.

BACKGROUND:

Section 2-2.506 of the Hercules Municipal Code provides that the Community and Library Services Commission shall annually elect a Chairperson and Vice-Chairperson to serve a term of one (1) year.

The Chairperson shall preside at all meetings and shall report to the City Council on all recommendations of the Commission. The Vice-Chairperson shall perform the functions of the Chairperson in case of absence of the Chairperson. Upon completion of the one (1) year term as Vice-Chairperson, the Vice-Chairperson shall be given the first option to serve as Chairperson of the Commission.

ANALYSIS:

The previous Vice-Chairperson has retired from the Commission. Therefore, any member of the Community and Library Commission is eligible to announce their interest in either the Chairperson or Vice-Chairperson positions.

Staff will ask the Commissioners if they are interested in being considered for the Chairperson position first. Once all interested parties are identified, a motion will need to be made, and a second will need to be given prior to a vote. If there is no second, a different nomination can be made. Once a motion and second has been made, a vote by roll call will be taken. Once the Chairperson position has been determined, the process will repeat for the Vice-Chairperson position.

ATTACHMENTS:

None