



CITY OF BEVERLY HILLS
HUMAN SERVICES DIVISION

STAFF REPORT

Meeting Date: September 20, 2012

To: Human Relations Commission

From: James R. Latta, L.C.S.W., Human Services Administrator

Subject: Human Relations Commission Chair and Vice Chair Rotation

A handwritten signature in black ink, appearing to be "J.R. Latta".

The following is an action item for Commission consideration and vote:

INTRODUCTION

At the September 20, 2012 Human Relations meeting, the Commission will be asked to select the positions of chair and vice chair by seniority: Vice Chair Sherman will become chair; Commissioner Ginsburg will take the role of vice chair.

DISCUSSION

The HRC, like most other commissions, rotate their chairperson providing everyone the opportunity to serve. However, the willingness and availability of appointees to the position of chair and vice-chair should be taken into consideration, as their duties often require additional time commitments. The vice chair's primary responsibility is to substitute for the chair as needed. The chair's duties include the following:

- Preside at and manage all official meetings of the commission
- Consult with the staff liaison in drafting the meeting agenda
- Attend City Council, Mayor's Cabinet and Liaison meetings to represent the commission as needed
- Solicit opinions from commissioners and protect new thoughts from being rejected prior to a fair evaluation
- Select ad hoc committee members
- Keep the discussion focused on the issue

Both Vice Chair Sherman and Commissioner Ginsburg understand the role and responsibilities of chair and vice chair and expressed their willingness to perform them within the best of their ability.

RECOMMENDATION

Elect the positions of Human Relations Chair and Vice Chair by seniority.