

**Information/Action Item**

***CAL-SOAP Advisory Committee***

***Selection of Committee Chair***

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The chair and vice-chair of the Cal-SOAP Advisory Committee serve for terms of one year in length. Currently both the chair and vice chair positions are vacant. It is up to the Committee to nominate and vote for a new chair and vice chair of the Cal-SOAP Advisory Committee for 2007.

The attached document is an excerpt from the Commission's Uniform Policies for Advisory Bodies.

***Responsible Staff:*** Cal-SOAP Advisory Committee

## **Excerpt from the Uniform Policies and Procedures for Commission Advisory Bodies (11/30/06)**

### **2. Role of the Advisory Body Chair**

2.1. The chair is considered to be an active member and participant in all advisory body matters.

2.2. At meetings of the advisory body, the chair shall ensure that the advisory body operates in a manner consistent with its own rules, the Bagley-Keene Open Meeting Act, and any other applicable rules or requirements.

2.3. The duties of the chair are as follows:

- Presides over advisory body meetings and facilitates the process whereby the advisory body accomplishes its business.
- Fosters advisory body cooperation and teamwork.
- Publicly represents the advisory body on actions taken by the advisory body, policy recommendations of the advisory body, and other matters affecting the advisory body.
- Appoints the chair and members of advisory body workgroups and ad hoc committees.
- Sets the agenda items for scheduled advisory body meetings.
- Follows up on members with attendance problems, per the established attendance policies.
- Makes advisory body reports and presentations to the Commission, including the presentation of the advisory body's proposed annual meeting calendar, annual objectives and accomplishments, and the establishment of any workgroups or ad hoc committees.

2.4. In the absence or temporary incapacitation of the chair, the vice chair of the advisory body assumes the duties of the chair.

## **CHAPTER FOUR – ROLES AND RESPONSIBILITIES**

### **1. Selection of Chair, Vice Chair**

1.1. Members accepting the positions of chair and vice chair should become familiar with and be able and willing to perform the duties and accept the responsibilities of the positions.

1.2. The nomination and election of the chair and vice chair shall be conducted annually.

1.3. The method of electing the chair and vice chair shall be by nomination from duly appointed voting members of the advisory body.

1.4. The terms of the chair and vice chair shall be for a period of one year. The chair and vice chair shall hold that office for no more than two consecutive terms.

1.5. During the absence of the chair, the vice chair shall preside, and, in the event that both the chair and vice chair are absent, the voting members present shall select a member as temporary chair.

1.6. In the event that the office of the chair or vice chair becomes vacant, the advisory body at the next scheduled advisory body meeting shall elect one of its members to complete the term(s) of office.