



AGENDA MEMORANDUM
Committee for Persons with Disabilities
March 5, 2025

DATE: February 27, 2025
TO: Vice Chairperson Imelda Trevino
FROM: Jennifer Buxton, Assistant Director of Planning and Community Development
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Election of officers for the term from March 5, 2025, until the first meeting after January 2026.

CAPTION:

The term of Officers is effective beginning March 5, 2025, until the first meeting after January 2026.

SUMMARY:

The purpose of this item is to elect Committee for Persons with Disabilities (CFPWD) Officers; Chairperson, Vice Chairperson, and Secretary for 2025-2026.

BACKGROUND AND FINDINGS:

The Officers of the CFPWD are a Chairperson, a Vice Chairperson, and a Secretary. If possible, the Chairperson and Vice Chairperson should have at least one year of experience on the CFPWD prior to selection. The presiding officer will call for nominations and conduct voting on each officer position.

The responsibilities of the Chairperson:

1. Preside over meetings.
2. Maintain order by enforcing established rules and ensure the meeting proceeds smoothly and follows the agenda.
3. Call special meetings when indicated and perform other duties applicable to the office as allowed by the City Secretary's office.
4. Create subcommittees and place committee members into subcommittees.
5. Review the committees' bylaws and make changes or suggestion on an as needed basis. Committee members will review the changes and/or suggestions and vote on the changes.
6. Annual Review Report- prepare a report of the committee's goals and objectives for each calendar year and the goals for the upcoming year. The CFPWD Chair conducts the annual review of the CFPWD activities and prepares the annual report using the template provided by the City Secretary's Office. Present the report to the committee to be ratified and filed with the City Secretary by January 31st of each year.

The responsibilities of the Vice Chairperson are:

1. Be the presiding officer in the absence or vacancy of the Chairperson for that period.
2. Address the responsibilities of the Chairperson during the Chairperson's absence or vacancy.

The responsibilities of the Secretary are:

1. Take notes at meetings and share with the CFPWD liaison to ensure that meeting minutes are accurate.
2. Be the presiding officer in the absence or vacancy of the Chairperson and the Vice Chairperson for that period.
3. Address the responsibilities of the Chairperson and Vice Chairperson during the Chairperson's and Vice Chairperson's absence or vacancy.