

Process for Appointing a Chair/Vice Chair

1. Commissioners interested in serving as Chair or Vice Chair submit their names and a brief statement of qualifications (maximum ½ page) to the City Clerk (ptac@chulavistaca.gov) no later than **Monday, February 26**.
2. The City Clerk will attach the statements to an item on the next Commission agenda.
3. At the next meeting, each Commissioner who submitted a statement will be given one minute to speak about their qualifications.
4. The secretary distributes blank tally sheets. Note: All tally sheets are public documents and are part of the public record.
5. Using the tally sheet, each Commissioner select the name of one nominee. Commissioners may vote for themselves.
6. The secretary tallies the nominations and announces the results.
7. The Commission makes a motion and second to appoint the top vote-getter as chair and the 2nd runner-up as vice chair. Commission votes on the motion.

Options if there is a tie for chair/vice chair:

- Secretary could determine winner by random draw
- Commissioners could complete a new tally sheet and vote among the tied commissioners

Privacy Protection and Technology Advisory Commission

Chair/Vice Chair Nomination Sheet

Commissioner Name: _____

[Name of Commissioner]

[Name of Commissioner]

[Name of Commissioner]

*******Nominations are public record*******