



**REPORT TO**  
**Active Transportation Commission**  
**915 I Street, Sacramento, CA 95814-2671**  
**[www.CityofSacramento.org](http://www.CityofSacramento.org)**

**To:** Members of the Active Transportation Commission

**Subject:** Election of Chair and Vice-Chair

**Location/Council District:** Active Transportation Commission

**Recommendation:** Pass a motion to elect a Chair and Vice-Chair

**Contact:** Jennifer Donlon Wyant, City of Sacramento, Transportation Program Specialist, (916) 808-5913, City Public Works Department, Transportation Division

**Summary:** The Active Transportation Commission shall elect a Chair and Vice-Chair.

**Background Information:**

The Active Transportation Commission will have a Chair and Vice-Chair.

The duties of the Chair are to ensure processes are observed (consensus, role-call for decisions, meeting management norms). The Chair also ensures meetings start and end on time, keeps the group on task, and monitors and manages the Commission speaking queue.

The Vice-Chair's duties are to support the Chair and act as Chair when the Chair is absent.

The Active Transportation Commission shall elect a Chair and Vice-Chair at this August 2018 meeting and at every December meeting hereafter.