



## *Campaign Finance and Ethics Commission*

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### **AGENDA STAFF REPORT**

**MEETING DATE: January 26, 2026**

**Agenda Item: Five**

SUBJECT: Election of a Commission Chairperson and Vice-Chair

RECOMMENDED ACTION: Elect a Chairperson and Vice-Chairperson for a one year term that becomes effective immediately.

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#### Background:

The Campaign Reform Ordinance that set up the Commission provides that a Chairperson and Vice-Chair shall be elected by a majority vote of the Commission for a one year term.

Orange County Codified Ordinance section 1-2-353(c) provides a “Chairperson and Vice-Chairperson of the Commission shall be selected by majority vote of the members of the Commission. The Chairperson and Vice-Chairperson shall each be elected for a one-year term and may be re-elected for not more than a second one-year term.”

#### Duties:

The prescribed duties of the Chairperson are as follows:

1. Running the Commission meetings; and
2. Preparing an annual report summarizing Commission activities which shall be reviewed and approved by a majority vote of the Commission and presented to Board of Supervisors as an agenda item at a regularly scheduled Board meeting. (O.C.C.O. §1-2-360(e))

The Vice-Chairperson has no prescribed duties but would be expected to replace the Chairperson whenever s/he is unavailable to fulfill his/her duties.

#### Procedure:

A proper election would include a motion for both the Chairperson and Vice-Chairperson positions. This can be done as a slate or separately for each position. After the motion is made the nominated member must accept the nomination. A second to the motion must then be made and a vote can then be taken. Members should feel comfortable accepting or rejecting the nomination as the positions will require an unknown amount of time be spent on Commission duties. Commission staff will assist the Chairperson and Vice-Chair in all of his/her duties.