

2.08.050 *Organization.*

A. The commission shall, at the first meeting of each calendar year, elect a chair and vice-chair. The vice-chair shall assist the chair and serve in the absence of the chair.

B. Each commission may select a secretary from among its members, who shall serve at the pleasure of the commission or the city council shall designate a city staff person to act as secretary. The secretary shall keep accurate records of all proceedings of the commission and shall perform such duties as are requested of the secretary by the commission, this chapter or by law.

C. Four members of a commission (Library, three members) shall constitute a quorum for the transaction of business.

D. Regular meetings of each commission shall be monthly (except the Library commission which shall meet at least quarterly) at the City Council Chambers. The chair shall have the power to convene special meetings or cancel regular meetings.

E. The city office shall be the office for transaction of commission business and the keeping of its records. (Ord. 177 § 5, 1995)