



CITY OF PALM DESERT

CITY CLERK'S OFFICE

MEMORANDUM

From: Anthony J. Mejia, City Clerk

To: Boards, Commissions, Committees & Task Forces ("Appointed Bodies")

Date: July 7, 2025

Subject: **Implementation of Annual Officer Rotation and Numeric Seat-Based System**

The City Council recently took action to ensure that all appointed body members have an opportunity to serve in leadership roles as Vice Chairperson and Chairperson. To further refine the process, the City Council Subcommittee on Boards and Committees has directed staff to implement a new procedure that establishes a clear and consistent rotation system to provide broader opportunities for all members.

As such, effective immediately, the following procedures will be followed:

Key Provisions:

- **Annual Rotation** – Chairperson and Vice Chairperson positions shall rotate each year.
- **One-Year Term** – Each officer serves a one-year term.
- **No Consecutive Terms** – No member may serve consecutive terms in the same officer role.
- **Numeric Seat-Based System** – A numeric rotation schedule is used to determine the order in which members serve as Chairperson.

How the Numeric Rotation Works:

Each member will be assigned a numbered seat. The current Chairperson will be designated as Seat 7 (end of the rotation), and the current Vice Chairperson will be designated as Seat 1 (start of the rotation). All remaining members will be assigned seat numbers alphabetically. The seat number determines when a member's turn to serve as Chairperson arrives (for example, Seat 1 first, followed by Seat 2, and so on). If a member is in their first year of service when their scheduled turn occurs, their appointment as Chairperson will be deferred to the end of the sequence, and the next eligible seat will advance. Members may serve as Vice Chairperson in any year, regardless of tenure. Members may also defer their turn as Chairperson or Vice Chairperson, in which case their appointment will be moved to the end of the rotation.

Please note: While deferment is permitted, it is the City Council's strong desire that all members participate in leadership when eligible. Serving as Vice Chairperson and Chairperson is encouraged.

ATTACHMENT:

A. Annual Chairperson Rotation and Numeric Seat-Based System