



# STAFF REPORT

**To: Burlingame Beautification Commission**

**Date: February 5, 2026**

**From: America Diaz, Administrative Support**

**Subject: Chair Rotation**

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## **RECOMMENDATION**

Staff recommends that the Commission review and approve the Rotation of the Commission Chair.

## **BACKGROUND**

**Commission Rotation:** Pursuant to the Rules of Procedure for the Officers of the Beautification Commission of the City of Burlingame (adopted October 20, 2005), Section II, C. *Rotations of Officers*: "Officers will be rotated at the Commission's first regular meeting in November of each year. The rotation order is as follows:

1. Vice Chair becomes Chair;
2. Commissioner who is not an officer, who has served the longest period of time on the Beautification Commission without or since serving as Chair becomes Vice Chair;
3. If two or more Commissioners have the same length of service on the Beautification Commission, then the Vice Chair shall be chosen from among them by a random draw &
4. If a Commissioner, eligible under this subpart, declines to serve either office, an additional Commission rotation will take place."

## **DISCUSSION**

As there are no extenuating circumstances, this year's Commission rotation will be: Chair Commissioner Richard Kirchner and Vice Antoinette Damico (Exhibit A).

## **FISCAL IMPACT**

None

## **EXHIBITS**

- A. Commission Chair Rotation