



MEMORANDUM

TO: PLANNING COMMISSION

FROM: DEBBIE WEICHINGER, ADMINISTRATIVE SECRETARY

SUBJECT: ELECTION OF CHAIR AND VICE CHAIR

DATE: APRIL 17, 2018

RECOMMENDATION:

It is recommended that the Planning Commission elect a Chair and a Vice Chair to serve effective the first meeting in May 2018, and continuing until its second regular meeting in March 2019.

DISCUSSION:

For the Commission's reference, an election protocol is outlined below. This is a suggested procedure and the Commission can vary from it in whatever manner is deemed appropriate, with the goal of having an orderly process to select the Chair and Vice Chair.

1. The Presiding Officer shall conduct the election of Commission Officers.
2. Call to select all nominations for Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
3. Call for motion to close nominations.
4. The Commission will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Chair is selected.
5. Call to select all nominations for Vice Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
6. Call for motion to close nominations.
7. The Commission will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Vice Chair is selected.

ALTERNATIVES:

- Elect a Commission Chair and Vice Chair
- Do not elect a Commission Chair and Vice Chair
- Provide direction to staff