



## MEMORANDUM

**TO:** Planning Commission

**FROM:** Brian Pedrotti, Community Development Director

**BY:** Andrew Perez, Planning Manager

**SUBJECT:** Election of Chairperson and Vice Chairperson

**DATE:** April 16, 2024

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### **SUMMARY OF ACTION:**

Appoint a Chairperson (Chair) and Vice Chairperson (Vice Chair) to serve from May 7, 2024, until March 18, 2025.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

No financial impact is projected.

### **RECOMMENDATION:**

- 1) Elect a Chair and a Vice Chair to serve effective May 7, 2024, and continuing until March 18, 2025; and
- 2) Find that the request is not a project as defined by the California Environmental Quality Act pursuant to State CEQA Guidelines section 15378(b)(5).

### **BACKGROUND:**

City Council Resolution No. 09-2077 established by-laws that govern the Planning Commission's organization and the conduct of its meetings. The by-laws state that at the second regular meeting in March, the members of the Planning Commission shall elect a Chair and Vice Chair, who shall hold office for one (1) year. The Chair and Vice Chair shall carry out the duties for those positions as described in the by-laws (Attachment 1).

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 Chairperson (no second necessary). Presiding Officer to repeat each nomination as it is made.

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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 Chairperson is selected.
5. Call to select all nominations for Vice Chairperson (no second necessary). Presiding Officer to repeat each nomination as it is made.
6. Call for motion to close nominations

The Commission will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Vice Chairperson is selected.

**ADVANTAGES:**

The current process provides an orderly and fair procedure for electing a Chairperson and Vice Chairperson.

**DISADVANTAGES:**

None identified.

**ENVIRONMENTAL REVIEW:**

Staff recommends the City Council find the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15378(b)(5). The action is an administrative activity of the City that involves appointing a Chair and Vice Chair of the Commission and does not authorize any development or changes to land use. Thus, the project would not result in any direct or indirect changes to the environment, and consequently, this action is not a project within the meaning of CEQA.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

**ATTACHMENTS:**

1. Planning Commission By-Laws