



## MEMORANDUM

**TO:** Planning Commission

**FROM:** Andrew Perez, Planning Manager

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

**DATE:** May 2, 2023

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### **SUMMARY OF ACTION:**

Annual appointment of a Chairperson and Vice Chairperson to serve for the next one-year period.

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

No financial impact is projected.

### **RECOMMENDATION:**

It is recommended that the Planning Commission elect a Chairperson and a Vice Chairperson to serve effective the second meeting May 2023, and continuing until its second regular meeting in March 2024.

### **BACKGROUND:**

City Council Resolution No. 09-2077 established by-laws that govern the Planning Commission 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 Chairperson and Vice Chairperson, who shall hold office for one (1) year. The Chairperson and Vice Chairperson 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 Chairperson and Vice Chairperson.

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.
3. Call for motion to close nominations.

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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:**

No environmental review is required for this item.

**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. Resolution 09-2077: Planning Commission By-Laws