



REPORT TO PLANNING COMMISSION

To: Honorable Chair and Members of the Planning Commission

From: Damaris Abraham, Assistant Community Development Director

Date: January 16, 2024

Subject: Annual Reorganization of the Planning Commission to Select the Chair and Vice-chair

Recommendation

Select a Chair and Vice-Chair pursuant to City Council Policy No. 200-5A.

Background

City Council Policy No. 200-5A.G provides direction regarding the selection of the Chair and Vice-Chair for the Planning Commission. The Chair and Vice Chair of the Planning Commission shall be selected upon establishment and in January of each year thereafter by a majority of the members and shall serve for one year or until their successors are selected. The Commission may annually rotate its Chair.

Discussion

The procedural format for the selection of the Chair and Vice-Chair is for the current Chair to yield the chair to the Secretary who will open the floor for nominations. Nominations do not require a second although “seconding comments” are permitted. Upon a Planning Commission Member nomination, the Secretary will call for any further nominations. The Secretary will close the nomination process when no additional nominations are made.

Upon closing the nominations and taking a vote, the Secretary will declare the Planning Commission Member selected to serve as Chair by majority vote. The newly selected Chair will assume the chair and will preside over the selection of a Vice-Chair.

Attachments

Attachment 1 – City Council Policy No. 200-5A