



## Staff Report

**TO:** Planning Commissioners  
**FROM:** Nicole Wheelwright, Deputy City Clerk  
**DATE:** January 11, 2022  
**SUBJECT:** Reorganization of the Planning Commission

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### Background and Analysis:

Annually, the Planning Commission has the opportunity for reorganization to appoint a chair and vice chair to the Commission. There is currently no policy in place for the process of such appointment, however, last year the City Council adopted a process in the selection of mayor and mayor pro tem and the Planning Commission chose to follow the same sequence. A rotational list based on tenure has been provided for reference. The policy is as follows:

- A. The title of Chair and Vice Chair shall rotate each year based on the number of years each commissioner has been in office. Each Commissioner shall be given a specified position in the rotation sequence. The first person in the sequence, as determined by tenure on the Commission, shall serve as Chair. The second person in the sequence, shall serve as Vice Chair.
- B. After serving as Chair, that Commissioner moves to the end of the rotation sequence and the other four Commissioners move forward, causing the Vice Chair to become the Chair.
- C. The next Commissioner in the rotation after the Vice Chair shall then become the Vice Chair.
- D. When a Commissioner is newly elected or appointed, the new Commissioner is placed in the fourth position in the rotation, after all incumbents, but before the current outgoing Chair.
- E. If two or more Commissioners are newly elected at the same time, the number of votes received in the appointment process determines the Commissioner's position in the sequence, with the Commissioner receiving the fewest votes placed last in the rotation but before the current outgoing Chair.
- F. Incumbent Commissioners, when re-appointed, retain their placement in the rotation.

- G. If for any reason a Commissioner is removed from the rotation, the remaining Commissioners move forward in the sequence.
- H. A Commissioner may decline to serve as Chair or Vice Chair. In this case, the title would pass to the next Commissioner on the list. The Commissioner who declined may drop back one position in the rotation.
- I. The selection of the Chair and Vice Chair must be ratified by three affirmative votes. If the Chair or Vice Chair fail to receive three affirmative votes, they retain their current position in the rotation and the title would pass to the next Commissioner on the list, subject to ratification by three affirmative votes. This process continues until a Chair and Vice Chair are ratified by three affirmative votes. The newly selected Chair and Vice Chair shall be seated in their positions immediately after they have been approved by three affirmative Commissioner votes.
- J. The City Clerk shall keep and update a list outlining the rotational sequence.
- K. A Commissioner may serve as Chair or Vice Chair a total of two years during a four-year term of office on the Commission, but shall not serve as Chair or Vice Chair in consecutive years.

**Recommended Action:**

Appoint a Chair and Vice Chair to the Commission.

**Attachments:**

- A. Rotational Sequence Based on Tenure