



PLANNING COMMISSION MEETING

AGENDA SECTION	CALL TO ORDER/ROLL CALL
MEETING DATE	APRIL 1, 2025

ITEM:	Election of Planning Commission Officers	
DEPARTMENT:	Community Development	BY/DATE: Andrew Boucher – City Planner, 3/28/25

BACKGROUND:

Officer Elections are held on an annual basis. In order for a member to be considered for an officer position, they must be nominated by another Planning Commission member or nominate themselves. The election process will go as follows:

1. **A Chairperson will be elected.**
 - a. Commission members provide all nominations for Chairperson of the Planning Commission.
 - b. A vote is taken and counted individually for each nominated member.
 - c. The member with the most votes is declared the Chairperson of the Planning Commission by the Staff Liaison.

2. **A Vice Chairperson will be elected.**
 - a. Commission members provide all nominations for Vice Chairperson of the Planning Commission.
 - b. A vote is taken and counted individually for each nominated member.
 - c. The member with the most votes is declared the Vice Chairperson of the Planning Commission by the Chairperson.

3. **A Secretary/Treasurer will be elected.**
 - a. Commission members provide all nominations for Secretary/Treasurer of the Planning Commission.
 - b. A vote is taken and counted individually for each nominated member.
 - c. The member with the most votes is declared the Secretary/Treasurer of the Planning Commission by the Chairperson.

RECOMMENDED MOTION(S):
MOTION: Move to elect _____ as Chair of the Planning Commission.
MOTION: Move to elect _____ as Vice Chair of the Planning Commission.
MOTION: Move to elect _____ as Secretary/Treasurer of the Planning Commission.