



**From:** Eric Duthie, Hildale City Manager  
**To:** Hildale Planning Commission  
**Date:** July 21, 2021  
**Subject:** Chair selection procedure

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In a recent Commission meeting, Chair Holm indicated it was time to open the selection of a Board Chair according to the City Code. As such, staff has provided the following reference from the City Code and recommends the Commission exercise the option of opening the position of Commission Chairperson for nominations:

Sec 152-6-4 Planning Commission, Section (c) Organization and Procedure states:  
“The planning commission shall be organized and exercise its powers and duties as follows:  
(1) Members of the planning commission shall select one of its members as chairperson to oversee the proceedings and activities of the planning commission, and shall adopt rules for the transaction of business and the conduct of its proceedings.  
a. The chairperson shall serve for a term of one year.  
b. The chairperson, with the advice and consent of the planning commission, shall appoint one of the planning commission members as alternate chairperson to act in the absence of the chairperson. The chairperson and alternate chairperson may be re-elected for successive terms.”

Should the Commission opt to exercise this option, the following procedure is recommended:

1. A motion is made from a member to open nominations for the position of Board Chairperson.
2. If the motion is NOT seconded, the motion dies, and the Chair remains in position until another motion is successful at another meeting.
3. If a second is received, then the Chair opens the floor for nominations.
4. Each nomination should receive a second and be accepted by the person nominated.
5. When no further nominations are forthcoming, the Chair shall close the nomination from the floor.
6. The Chair will then call for a vote on each nomination put forward. This can be a voice vote, or by roll call.
7. A majority of votes cast is not required for election.
8. If the votes are tied, the voting shall continue until a Chairperson is elected.
9. The nominee receiving the most votes will be elected as Chairperson and will preside at future meetings.