



BOARD ACTION SUMMARY SHEET

MEETING DATE: October 2, 2025

TOPIC: Election of Officers

BACKGROUND BRIEF: According to the Board of Zoning Appeals Bylaws that were adopted on December 7, 2023, Article III-Officers, Section 1. Nomination; at the first regular meeting of each fiscal year (on or after July 1st), the BZA shall select from its membership a Chairperson, Vice-Chairperson, and Secretary. A candidate receiving a majority vote of the entire membership of the BZA shall be declared elected. A member may accept a nomination in absentia if they have advised the BZA in writing (e-mail is accepted) prior to the meeting.

The Chairperson, Vice-Chairperson, and Secretary shall take office the following month after their selection and shall hold office for a term of one-year or until their successors are selected and assume office.

The current officers are:

Chairperson	Brad Mathisen
Vice Chairperson	Raymond Putz
Secretary	Dr. Brenton Bailo

The election process is as follows:

- Open nominations for one of the officer positions (nominations do not need to be seconded)
- Accept nominations for that office
- Close nominations
- Vote on the nominees

However, if only one person is nominated for a position, then a motion may be made and seconded to close nominations and cast a unanimous ballot for the nominated person for the position. You can also create a slate of officers (if only one person is nominated for an office) and vote on the entire slate of officers with one motion.