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# MEMORANDUM

To: Planning Commission  
From: Austin Colson, CED/DDA Director  
Date: September 16, 2025  
RE: Officer Elections – Planning Commission

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## Purpose

This memo provides notice and guidance for the election of Commission officers at the upcoming Planning Commission meeting. Per the Commission's Rules of Procedure, the body elects a Chair, Vice-Chair, and Secretary from among its members; officers serve one-year terms and are eligible for re-election.

## Process & Roles (summary)

Elections are held at a regular meeting, traditionally the first regular meeting in January, or when vacancies require reorganization. Nominations are made from the floor, followed by a motion and a majority vote for each office. Officers serve for one year or until successors are elected. If the Chair vacates the office, the Vice-Chair assumes the role of Chair; if the Vice-Chair vacates or succeeds to Chair, the Secretary assumes the role of Vice-Chair. In the event of further vacancies, the Commission holds a special election to fill the open officer position.

## Suggested Motions

1. "I move to elect [Name] as **Chair** of the Planning Commission for a one-year term."
2. "I move to elect [Name] as **Vice-Chair** of the Planning Commission for a one-year term."
3. "I move to elect [Name] as **Secretary** of the Planning Commission for a one-year term."