



PLANNING COMMISSION AGENDA REPORT

Meeting Date: October 17, 2024

Subject: Election of Chair and Vice Chair

Prepared by: Stephanie Williams, Deputy Director

Attachment:

A. Commission Handbook

Background

The Commission will nominate and elect a Chair and Vice-Chair to serve until the first meeting in October 2025. This past term, Commissioner Steinle served as Chair and Commissioner Beninato served as Vice-Chair.

Discussion

The election of the Chair and Vice-Chair follows the guidelines outlined in the Commission Handbook. Any commission member is eligible to serve as either the Chair or Vice-Chair. Here's the election process:

1. The current Chair will commence the process by calling for nominations for the position of Chair. Any member has the privilege to nominate another member to serve as Chair, and nominations do not require a second.
2. Following the nominations, a vote will be conducted among the Commission members. If a majority of members approve, the nominated member will assume the role of Chair.
3. Subsequently, the same process will be repeated for the election of the Vice-Chair.

It's essential to emphasize that no commission member can serve consecutive terms as Chair, which mandates an annual rotation of the Chair position.

The roles of Chair and Vice-Chair are for a one-year term, with the selection of new Chair and Vice-Chair taking place during the first meeting in October.

Following the election of the Chair and Vice-Chair, the individual elected as Chair will assume the role of the meeting's presiding chair.