



Agenda Item Summary

MEETING DATE: Planning Commission – January 15, 2025
SUBJECT: Election of Officers (Appoint Chair and Chair Pro Tem)
PRESENTED BY: Silvia Buchenic, Assistant Town Attorney

SUMMARY

Mead Municipal Code (“MMC”) Section 2-7-40 requires that, at its first meeting of each calendar year, the Planning Commission shall elect from its regular members a chair and chair pro tem. Article III of the Planning Commission Procedures and Rules of Order (“Rules”) further clarify that the chair shall be the presiding officer of the Planning Commission, except that, in the absence of the chair, the chair pro tem shall be the presiding officer. In accordance with Article III of the Rules, the procedure is as follows:

- Nomination: Any member may nominate any member, including themselves, and any nominee may decline the nomination. No second is required for nomination.
- Election: After nomination, each officer shall be elected by majority vote. Until one person has received the vote of a majority of all member of the Commission, successive votes must be taken.
- Presiding Officers: After election, each officer presides in their respective position over all Commission meetings.

LEGAL CONSIDERATIONS

None.

ACTION

The Planning Commission shall proceed with nomination and election as outlined above in order to appoint a chair and chair pro tem.