



CITY OF MEDINA

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MEMORANDUM

DATE: January 16, 2025
TO: Medina Planning Commission
FROM: Jonathan G. Kesler, AICP
RE: Planning Commission Officer Elections

Summary:

Every January, the Planning Commission elects officers, consisting of a chairperson to preside over the meeting and a vice chairperson to preside over the meeting in the absence of the chairperson. Staff recommends using the process set forth below, which is based on parliamentary procedural rules.

Opening the Meeting:

Development Services Coordinator, Rebecca Bennett, will call the Planning Commission meeting to order as a neutral party.

Roll Call:

Ms. Bennett will follow with a roll call.

Election of a Chairperson:

Ms. Bennett will call for nominations for the position of Chairperson. Any Commissioner may nominate himself or herself or a fellow Commissioner. No second is required. Commissioners may decline their nominations if desired. When all nominations have been received, the nomination period shall be closed.

Nominees and nominators may make a brief statement in support of their nominations before the period is closed. Nominees will be voted on in the order in which they were nominated.

Once a nominee has received a majority vote, he or she will be declared the Chairperson. Once elected, the new Chairperson will move into his or her new seat at the head of the dais.

Election of a Vice Chairperson:

The newly elected Chairperson will take over the call for nominations for electing a Vice Chairperson. Any Commissioner may nominate himself or herself or a fellow Commissioner. **No second is required.** Commissioners may decline their nominations if desired. Once all nominations have been received, the Chairperson shall close the nomination period.

Nominees and nominators may make a brief statement in support of their nominations before the period is closed. The Chairperson will call for a vote beginning with the first nominee. Once a nominee has received a majority vote, he or she will be declared the Vice Chairperson. Once elected, the new Vice Chairperson will move into his or her new seat.