



CITY OF MEDINA

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MEMORANDUM

DATE: January 27, 2026
TO: Medina Planning Commission
FROM: Rebecca Bennett, Development Services Coordinator
RE: Opening the Meeting and Electing the 2026 Chair and Vice Chair

Every January, the Planning Commission elects a chair to preside over the meeting and a vice chair to preside over the meeting in the absence of the chair. 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 the neutral party.

Roll Call and Call for Nominations

Ms. Bennett will follow with roll call and call for nominations for the Chair. Any Commissioner may nominate him or herself or a fellow Commissioner. No second is required. Commissioners may decline their nomination if desired. When all nominations have been received, the nomination period shall be closed.

If there is more than one nominee, 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, they will be declared the Chair.

Once elected, the new Chair will move into his/her new seat.

Election of Vice Chair

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

If there is more than one nominee, nominees and nominators may make a brief statement in support of their nominations before the period is closed.

The Chair will call for a vote beginning with the first nominee. Once a nominee has received a majority vote, they will be declared the Vice Chair.

Once elected, the new Vice Chair will move into his/her new seat.