



# DESIGN COMMISSION CITY OF MERCER ISLAND

DCB25-01  
March 5, 2025  
Regular Business

## AGENDA BILL INFORMATION

<b>TITLE:</b>	Election of Chair	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Recommendation
<b>RECOMMENDED ACTION:</b>	Elect the Design Commission Chair.	

<b>STAFF:</b>	Deborah Estrada, Deputy City Clerk
<b>EXHIBITS:</b>	n/a

## EXECUTIVE SUMMARY

The purpose of this Design Commission Agenda Bill (DCB) is to elect a chair.

## BACKGROUND

At its July 3, 2024, meeting the Design Commission held an election for chair and Commissioners Granbois and Zahr were nominated. An election by roll call vote was conducted; however, neither commissioner received a majority vote of the Design Commission. The Commission was given an option to conduct a second election or postpone the nomination of a chair to the next meeting. The Commission opted to wait until the next meeting to elect a chair.

## ISSUE/DISCUSSION

### Election

The [Design Commission Bylaws](#) are silent on the Commission’s election process. Therefore, in the absence of a defined process, the election process defined in Section 3.1 of the [Planning Commission Bylaws](#), which is consistent with the City Council process, will be used.

The Commission must elect a Chair at its June meeting, or as soon as possible thereafter. The process for the election dictates that the Staff Liaison shall conduct the elections for Chair as follows:

- A. Any Commissioner may nominate a candidate for Chair; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the Staff Liaison to cast a unanimous ballot for that nomination for Chair. Approval is by majority vote of Commissioners present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the Design Commission.
- F. Elections will continue until a Chair is elected by a majority vote of the Design Commission.
- G. The Staff Liaison shall declare the nominee receiving the majority vote as the new Chair.

## **NEXT STEPS**

The Design Commission Chair elected on March 5 will serve until a new election is held in June 2025 or as soon as possible thereafter.

## **RECOMMENDED ACTION**

Elect the Design Commission Chair.