



**DATE: June 28, 2023**

**TO: Planning Commission**

**FROM: Deborah Estrada, Deputy City Clerk**

**SUBJECT: Officer Elections - Planning Commission Bylaws**

The election process is described in Section 2.4 of the Planning Commission bylaws, adopted November 9, 2022. Vice Chair Murphy will preside over the election until such time that a Chair is elected. The newly elected Chair will then proceed in the same fashion with the election of the Vice Chair.

Section 2.4 Officer Election and Vacancies. Officers shall be elected for a term of 1 calendar year at the first regular meeting on or after June 1 and annually thereafter. To elect a new Chair, Commissioners shall nominate members of the Commission for a given office. Nominations do not require a second. When it appears that no one else wishes to make any further nomination, the current Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary.

After nominations have been closed, voting for the Chair takes place in the order nominations were made. A tie vote results in a failed nomination, and the Chair will call for a vote on the next nominee. As soon as one of the nominees receives a majority vote of the Commissioners present, the Chair will declare him/her elected. No votes may be taken on any remaining nominees. Upon election, the newly-appointed Chair conducts the election for Vice Chair following the same process.