

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: January 2, 2024	Budgeted Amount: N/A
Department: Administration	Prepared By: DMc

Subject

Election of Planning & Zoning Commission Officers.

Recommendation

Elect a Chairperson and Vice-Chairperson and other officers as you see fit.

Discussion

Issue:

The Planning & Zoning Commission elects officers annually in October. An extended call for applications and appointment timeline postponed the election of officers.

Rules:

Sec. 98-52. - Organization.

The Commission shall, in each October, elect a Chairperson and Vice-Chairperson from among its members before proceeding to any other matters of business. The Commission shall elect a Secretary and such other officers, as it deems necessary, either from its membership or from staff representatives assigned by the mayor of the city to work with the Commission. The Commission shall meet regularly and shall designate the time and place of its meetings. The Commission shall conduct meetings, adopt its own rules of procedure and keep a record of its proceedings consistent with the provisions of this article and the requirements of law.

Analysis:

Staff recommends following past practice and electing a Chairperson and Vice-Chairperson. The duties of recording secretary and meeting administration are performed by staff. The following election process is recommended:

Presiding officer: Read agenda item wording as typically done.

Presiding officer: "The Commission will first elect a Chairperson. The floor is open for nominations."

Any Commissioner can nominate one candidate (including themselves):

"I nominate _____ for Chairperson."

Each Commissioner is entitled to a nominee and there may be multiple nominees. Nominations do not need to be seconded.

After all nominations have been given, the Presiding Officer moves the process forward:

Presiding Officer: "Are there any further nominations? Hearing none, the floor is now closed."

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The Presiding Officer then takes a separate vote on each nominee:

Presiding Officer: “All those in favor of _____ for Chairperson...”

All Commissioners: Only “aye/yes” votes are needed...you do not need to vote “no” on a nominee.

This repeats for every nominee and a tally of each vote is taken. Commissioners should only vote for one nominee. The nominee with the most votes is elected as Chairperson:

Presiding Officer: “_____ is elected as Chairperson and is now presiding over the meeting.” Traditionally, the Presiding Officer is seated at the center of the dais, Commissioners may adjust seating arrangements as necessary.

The same process is used for the election of Vice-Chairperson.

Presiding officer: “The Commission will first elect a Chairperson. The floor is open for nominations.”

Once a nominee is elected:

Presiding Officer: “_____ is elected as Vice-Chairperson of the Commission.” The Vice-Chair traditionally sits at their normal seat corresponding to their Place number.

Conclusion:

Selection of a Chair and Vice-Chair is an important responsibility—these key positions are the most visible of the Commission and should provide an example of exemplary citizen governance to applicants, community members, staff, and fellow Commissioners. The role of each position can be summarized as:

Chairperson:

- Preside over meetings of the Commission. Demonstrate professionalism and courtesy reflective of the values of the community when carrying out the duties of Chairperson.
- DOES vote on agenda items...CANNOT make motions.
- Serves as the primary Commission liaison to city staff (and often to the community at large).
- Provides guidance and counsel to fellow Commissioners on matters relevant to planning and land use zoning.
- Coordinate with fellow Commissioners on agenda items for future meetings as needed.

Vice-Chairperson:

- Preside over meetings of the Commission in the absence of the Chairperson. Demonstrate professionalism and courtesy reflective of the values of the community when carrying out the duties of Vice-Chairperson.
- Work closely with the Chairperson on initiatives and projects as needed.

Approved By		
Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 12/27/2023