

## WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: May 5, 2025

Staff Contact: Leslie Herring, City Administrator

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### Annual Election of Officers of the Planning Commission

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## BACKGROUND

Article 3 of the Westwood Planning Commission Bylaws ([available via this link to the City's website](#)) provide for the following:

**SECTION ONE: Officers.** The officers of the Commission shall be a Chair, Vice-Chair, and Secretary. The Chair, Vice-Chair, and Secretary shall be elected by the Planning Commission at its regular meeting in May of each year. The term of office shall be one (1) year. The officers may be reelected by a majority vote of the membership of the Planning Commission.

**SECTION TWO: Chair.** The Chair shall preside at all meetings of the Planning Commission. At their discretion, a Chair may call special meetings and they may also relinquish the Chair to the Vice-Chair or other specific member. The Chair may not make or second motions, but they may vote on any and all motions to come before the Commission. The Chair shall appoint all committees. The Chair shall perform all of the duties assigned to their office by law and by the City Governing Body, and shall have such usual powers of supervision and management as pertain to the office of Chair. If the Chairmanship becomes vacant for any reason, the Vice-Chair shall succeed to the Chairmanship for the remainder of the term.

**SECTION THREE: Vice Chair.** The Vice-Chair shall act as Chair in the absence of the Chair or disability of the Chair and while so serving shall have all the authority held by the Chair. In the event the office of Chair becomes vacant, the Vice-Chair shall succeed to that office for the unexpired term and the Planning Commission shall elect a new Vice-Chair for the unexpired term.

**SECTION FOUR: Secretary.** The Commission shall elect a recording secretary, who shall be provided by the City of Westwood and who need not be an appointed member of the Planning Commission.

A. The Secretary shall attend all meetings of the Planning Commission, shall send notices of all regular and special meetings to all members of the Commission. In addition, the Secretary shall have, under the Chairman, responsibility for books, papers, and records of the Planning Commission, and attend to all correspondence of the Planning Commission.

B. The Secretary is responsible for keeping an accurate record of all regular and special meetings and transcribing them for Planning Commission approval. The Secretary is responsible for placement of all meeting minutes in the Minute Book of the Planning Commission. All motions shall be recorded and an accurate record made of all reasons for motions or votes by members of the Commission shall be made. The Minute Book shall become a permanent record and part of the official records of the City of Westwood.

## **REQUESTED ACTION**

The Planning Commission should nominate from its current membership a Chair and a Vice Chair. The Secretary will be Leslie Herring, City Administrator for the City of Westwood.

### *Suggested Motion:*

*I move to elect \_\_\_\_\_ as Chair of the Planning Commission for a term of one (1) year, to end May 2026.*

*I move to elect \_\_\_\_\_ as Vice Chair of the Planning Commission for a term of one (1) year, to end May 2026.*

*I move to elect Leslie Herring as Secretary of the Planning Commission for a term of one (1) year, to end May 2026.*