



## MEMORANDUM

**TO: ARCHITECTURAL REVIEW COMMITTEE**

**FROM: MATTHEW DOWNING, PLANNING MANAGER**

**SUBJECT: ELECTION OF CHAIR AND VICE CHAIR**

**DATE: MARCH 18, 2019**

### **SUMMARY OF ACTION:**

Annual appointment of a Chair and Vice Chair to serve for the next one-year period.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

There is no cost or staffing impact from this action.

### **RECOMMENDATION:**

It is recommended that the Architectural Review Committee (ARC) elect a Chair and a Vice Chair to serve effective the first meeting in April 2019, and continuing until its second regular meeting in March 2020.

### **BACKGROUND:**

For the Committee's reference, an election protocol is outlined below. This is a suggested procedure and the Committee can vary from it in whatever manner is deemed appropriate, with the goal of having an orderly process to select the Chair and Vice Chair.

1. The Presiding Officer shall conduct the election of ARC Officers.
2. Call to select all nominations for Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
3. Call for motion to close nominations.
4. The ARC will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Chair is selected.
5. Call to select all nominations for Vice Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
6. Call for motion to close nominations.
7. The ARC will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Vice Chair is selected.

### **ALTERNATIVES:**

1. Elect an ARC Chair and Vice Chair;
2. Do not elect an ARC Chair and Vice Chair and provide staff with direction; or
3. Provide other direction to staff.

### **ADVANTAGES:**

The current process provides an orderly and fair procedure for electing a Chair and Vice Chair.

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**DISADVANTAGES:**

No disadvantages have been identified regarding this item.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted in front of City Hall and on the City's website in accordance with Government Code Section 54954.2.