



MEMORANDUM

TO: PLANNING COMMISSION

FROM: ANDREW PEREZ, ASSISTANT PLANNER

SUBJECT: ELECTION OF CHAIR AND VICE CHAIR

DATE: JUNE 2, 2020

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 Planning Commission elect a Chair and a Vice Chair to serve effective the second meeting in June 2020, and continuing until its second regular meeting in March 2021.

BACKGROUND:

City Council Resolution No. 09-2077 established by-laws that govern the Planning Commission organization and the conduct of its meetings. The by-laws state that at the second regular meeting in March, the members of the Planning Commission shall elect a Chair and Vice-chair, who shall hold office for one (1) year. Due in part to the COVID-19 pandemic and the lack of public hearing items the election has been postponed until now. The Chair and Vice-chair shall carry out the duties for those positions as described in the by-laws.

For the Commission's reference, an election protocol is outlined below. This is a suggested procedure and the Commission 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 Commission 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 Commission 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 Commission will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Vice Chair is selected.

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ALTERNATIVES:

1. Elect a Commission Chair and Vice Chair;
2. Do not elect a Commission 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.

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.