



Bellevue Planning Commission

February 28, 2018

PLANNING COMMISSION STUDY SESSION ITEM

SUBJECT

Planning Commission Officer Elections (Interim Period Feb 28, 2018 to Jul 31, 2018)

STAFF CONTACT(S)

Terry Cullen, Comprehensive Planning Manager 452-4070
Planning & Community Development

POLICY ISSUES

The Planning Commission Bylaws constitute the official rules of procedure for the Planning Commission. The bylaws require the Commission to elect a Chair and Vice-Chair. In the event of the resignation of the Chair or Vice-Chair, the Commission shall expeditiously elect a new officer to fill the vacancy.

DIRECTION NEEDED FROM THE PLANNING COMMISSION

ACTION



DIRECTION



INFORMATION ONLY



The Planning Commission will elect a Chair and, if necessary, a Vice-Chair for the interim period February 28, 2018 to July 31, 2018.

BACKGROUND/ANALYSIS

Former Chair Stephanie Walter vacated the position on January 9, 2018. Vice-Chair Jeremy Barksdale has been presiding as the acting Chair until elections are held. The elections are scheduled for the February 28, 2018 regular meeting of the Planning Commission.

The elections will be for a Chair who will serve out the remaining period of the past Chair. That remaining period, also known as the interim period, is from the time of election through to July 31, 2018. Officer Elections will be held prior to July 31, 2018 for the full-term August 31, 2018 to July 31, 2019.

This election may result in a need to elect two officers. The current acting Chair is also seated as the current Vice-Chair. Should the current acting Chair be elected to the Chair position, the Vice-Chair position will be vacated and the Commission will be required to elect a Vice-Chair.

Generally, the role of the Chair is to run the Planning Commission meetings in a good and orderly fashion, coordinate with the City staff and City Council liaison on matters affecting the Commission, and represent the Planning Commission at City Council, special events and meetings. The Vice Chair serves as an alternate to the Chair when the Chair cannot fulfill their responsibilities or as designated by the Chair.

There will be a separate election for each officer position, as needed. The general process is outlined below and repeated for the election of each officer position, as needed:

1. The Chair will ask for nominations. A second is not required.
2. The Chair will close the nominations. A motion to close is not required.
3. If there is only one nominee, the Chair will simply declare the nominee elected.
4. If there is more than one nominee, the Chair will call for a separate vote for each nominee.
Voting is done with a voice vote by each individual Commissioner.
5. The election is declared final when one nominee receives the majority of votes.
6. If no nominee receives a majority of votes after the first round of voting, then successive rounds of voting are conducted until one candidate receives a majority of the votes.
7. The elections process is concluded once the two officer positions have been elected.

OPTIONS

Not applicable.

RECOMMENDATION

It is recommended that the Planning Commission affirm the procedures for electing officers as described above and proceed to elect new officer(s) for the interim period, Feb 28, 2018 to Jul 31, 2018.

ATTACHMENT(S)

Not applicable.