



July 11, 2018

SUBJECT

Planning Commission Officer Elections

DIRECTION NEEDED FROM PLANNING COMMISSION

☒ Action
☒ Discussion
☐ Information

BACKGROUND

Annually, the Planning Commission elects two officer positions from within its membership – Chair and Vice-Chair. The elections are typically held on the last scheduled meeting of June but were postponed to this meeting instead because of the Planning Commission public hearing held on that meeting last month. The term of office will be August 1, 2018 through July 31, 2019. Newly elected officers are seated with the first scheduled meeting in September typically. The current officers are seated through to the last scheduled meeting in July. August is considered a summer break, and no Planning Commission meetings are scheduled during this month.

The Planning Commission's adopted by-laws specify the duties of the Chair and Vice Chair.

- A. Presiding Officer. *The Chair shall be the presiding officer of the Commission. In the temporary absence of the Chair, the Vice-Chair shall perform the duties and responsibilities of the Chair.*

It shall be the Presiding Officer's duty to see that the transaction of Commission business is in accord with these Bylaws.

- B. Presiding Officer Duties. *It shall be the duty of the Presiding Officer to:*

1. *Call the meeting to order.*
2. *Keep the meeting to its order of business.*
3. *Control the discussion in an orderly manner.*
 - a. *Introduce the agenda topic, provide for staff presentation and questions from the Commission, and call for discussion among the Commission members.*
 - b. *Give every Commission member who wishes an opportunity to speak.*
 - c. *Permit audience participation at the appropriate times.*
 - d. *Require all speakers to speak to the question and to observe the rules of order.*
 - e. *Give pro and con speakers opportunities to speak to a question when practicable.*
 - f. *Guide the Commission in providing direction to staff and making recommendations to the City Council.*
4. *State each motion before it is discussed and before it is voted upon.*
5. *Put motions to a vote and announce the outcome or summarize consensus direction achieved by the Commission.*

6. *Decide all questions of order, subject to the right of appeal to the Commission by any member.*

The Presiding Officer may at his or her discretion call the Vice-Chair or any member to take the Chair so the Presiding Officer may make a motion.

The by-laws also specify that the election process shall be in accordance with *Roberts Rules of Order Newly Revised*. Generally described:

There will be a separate election for each officer position. The general process is outlined below and repeated for each of the two officer positions' elections:

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.

RECOMMENDATION

It is recommended that the Planning Commission affirm the procedures for electing officers as described above and proceed to elect new officers for the 2018/2019 term of office.