




MEMORANDUM

DATE: February 20, 2025
TO: Planning Commission
FROM: Dave Ward, Planning Director 
SUBJECT: Election of the Planning Commission Chair and Vice Chair for 2025

This memorandum is provided to outline the procedure for election as the Planning Commission will consider the annual election of a new Chair and Vice-Chair for the year 2025.

Step #1

The current Chair will hand the gavel over to the Planning Director, who will serve as the Secretary for the nomination of Chair.

Step #2

The Planning Director opens nomination for position of Chair. Any member may nominate any other member including him or herself. A second is not necessary for a nomination. Nominations stay open until there are no more.

Step #3

The Planning Director calls a vote of each nominated member for Chair in the same sequence the nomination was received. For example, if a member 'A' nominates member 'C' and then member 'D' nominates 'B', the vote will first be called for the election of member 'C'. If that fails, then the Planning Commission will vote on member 'B's' nomination, etc.

Step #4

Once the new Chair is selected, the Planning Director will hand the gavel to the new Chair. The new Chair will call for nominations of Vice-Chair following the same procedure outlined above.

To be elected to either the position of Chair or Vice-Chair, the nominee must receive a majority of the votes of members present and voting.