



Agenda Statement

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On agenda: 12/12/2018 **Final action:** 12/12/2018
Title: Election of Planning & Zoning Commission Chair

Sponsors:

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Attachments:

Date	Ver.	Action By	Action	Result
12/12/2018	1	Planning and Zoning Commission	approved	Pass

ITEM TITLE:

Election of Planning & Zoning Commission Chair

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Elect one commissioner to serve as the Chair of the Planning & Zoning Commission until November 2019

SUMMARY STATEMENT:

Following the normal annual appointment cycle for commissioners, the commission must elect a chairperson.

The current chair should request candidate nominations or volunteers from the commission. The current chair may volunteer or be nominated as a candidate.

If more than one volunteer or nomination is heard, commissioners should cast secret ballots and vote to select a single candidate.

Following identification of a single candidate by secret ballot vote - or - if only one volunteer or nomination is heard, a motion should be made as follows: "I move to approve election of *(name of*

commissioner) to serve as the Chair of the Planning & Zoning Commission. The motion should have a second and then voted upon.

Election of the new commission chair is effective immediately following the vote. The gavel should be handed to the newly elected chair who will facilitate the remainder of the commission meeting.