



## Legislation Text

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**File #:** 18-0440, **Version:** 1

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**ITEM TITLE:**

Election of Planning & Zoning Commission Chair Pro Tempore

**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 pro tempore of the Planning & Zoning Commission until November 2019.

**SUMMARY STATEMENT:**

Following the normal annual appointment cycle for commissioners, the commission must elect a chair pro tempore.

The chair should request nominations by or volunteers from the commission. The current chair pro tempore 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 - 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 Pro Tempore of the Planning & Zoning Commission". The motion should have a second and then a vote taken.

Election of the new commission chair pro tempore is effectively immediate. The chair pro tempore will facilitate commission meetings or complete other official duties in the chair's absence.