



## Legislation Text

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**DATE:** January 16, 2020  
**TO:** Members of the Planning Commission  
**FROM:** Mikayla Schmidt, City Planner

Planning Commission 2020 Election of Officers

**SUMMARY AND ACTION REQUESTED:**

The Planning Commission (PC) is asked to nominate and elect officers for 2020.

**BACKGROUND:**

Officer roles are set by the Bylaws of the PC and include a Chair and Vice-Chair. The following commissioners served as officers in 2019:

Chair: Joe Gasior  
Vice-Chair: Will Schroeer

Included below is Article IV, Sections A & B of the PC Bylaws, which outline the process for election of officers and their duties.

### IV. OFFICERS

(a) **Election of officers.** Within the first four meetings of the calendar year, or as soon as practical thereafter, voting members of the Commission shall select a Chairperson and a vice-chairperson, each to serve throughout the year and until a successor is chosen.

(b) **Duties of officers.**

1. Chairperson: The Chairperson, with the assistance of Staff, shall see that members of the Commission are notified in ample time, of the time, place and purpose of any meeting. The Chairperson shall:
  - Preside at meetings of the Commission;
  - Call special meetings as provided in Chapter 34, Article 4, Section 4.2.1;
  - Appoint standing and other committees;
  - Arrange meetings with technical advisors and property owners or others who have personal interest in proposed recommendations;
  - Communicate with City officials as occasion requires;
  - Report pertinent findings; and,
  - Give leadership to the Commission.

2. Vice-Chairperson: In the absence of the Chairperson or at the request of the Chairperson, any or all of the duties of the Chairperson shall be performed by the Vice-Chairperson.
3. Secretary: A City Staff member will be assigned to perform the functions of secretary. The secretary shall keep a record of the proceedings of every meeting of the Planning Commission and/or Zoning Board of Appeals.
4. In the event that neither the Chairperson nor the Vice-Chairperson is able to attend a meeting, the Chair shall appoint a member of the Commission to preside at that meeting. Said appointment shall be made by the Chair in writing before the meeting for which the appointment is made. If circumstances prevent such an appointment and if a quorum is present at a meeting at which both the Chairperson and Vice-Chairperson are absent, the longest continuously serving Commission member present shall serve as acting Chair for that meeting.

Election of officers shall occur within the first four meetings of the year or as soon as practical.