

ANNUAL ELECTION OF OFFICERS PROCEDURE

In accordance with Article III of the Planning Commission Bylaws, the elected officers of the Planning Commission shall consist of a Chairperson and Vice-Chairperson, with nomination and election of these officers to be made annually at the first regular or special meeting of the year. The term of office is one year, with vacancies for an unexpired term to be filled for the remainder of that term as soon as practicable in accordance with this election procedure. The nominee for each office receiving a majority vote of those present at the election meeting shall be declared elected and the newly elected Chair shall then preside over the remainder of the election meeting.

OFFICER ELECTION PROCEDURE:

The procedure for the annual election of Planning Commission officers, followed first for the office of Chairperson and then for the office of Vice-Chairperson, shall be:

1. Call for Chairperson Nominations. Planning Commission staff, acting as Secretary in accordance with the Bylaws, will call for nominations to the office of Chairperson of the Planning Commission.
2. Call for Vice-Chairperson Nominations. After the election of the Chairperson, the newly elected Chairperson will call for nominations to the office of Vice-Chairperson of the Planning Commission and then follow the remaining procedure for nomination and election of the Vice-Chairperson.
3. Nominations. Nominations may be offered by the Chairperson or from the floor. Nominations for each office will be called for at least three times. Seconds are not necessary after each nomination.
4. Closure of Nominations. Nominations may be closed by the Planning Commission staff for nomination of the Chairperson, or by the Chairperson for nomination of the Vice-Chairperson, when it appears that no more nominations will be offered. Nominations may also be closed by a two-thirds majority vote, upon a motion and a second to close nominations for an office; this is not required, but any such motion to close nominations is appropriate only after a reasonable opportunity to make nominations has been given.
5. Voting. Planning Commission staff will then call for and record either: (a) a voice vote of yea or nay on each nominee for Chairperson, in the same order in which nominations were made; or (b) a roll call vote with each Commissioner identifying their preference for Chairperson (or Vice-Chairperson, as appropriate) when called. Planning Commission staff will announce the elected nominee for each office.

SUGGESTED FORMS MOTIONS:

1. I NOMINATE COMMISSIONER _____ AS CHAIRPERSON (VICE-CHAIRPERSON) (accept as many nominations as presented for each office).

2. I MOVE TO CLOSE NOMINATIONS FOR CHAIRPERSON (VICE-CHAIRPERSON) (a second and 2/3 majority vote in favor of such motion is required to fulfill this motion; motion is not required to close nominations, but may be made after at least three calls for nominations to each office).

GUIDELINES FOR NOMINATIONS

- As soon as nominations are opened, any Commissioner can bring forth a nomination. A Commissioner should know beforehand if the person to be nominated is both eligible and willing to serve.
- A Commissioner may decline the nomination during the nominating process and request that their name be removed from consideration.
- A Commissioner may self-nominate.
- A Commissioner may be nominated for more than one office.
- A Commissioner may not nominate more than one person for an office until all other Commissioners have had the opportunity to make nominations.
- Nominees do not have to leave the meeting during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer may continue presiding, even if nominated for office.
- After each nomination, it is appropriate for the Chairperson to repeat the name of the nominee and call for any further nominations.