

AGENDA SECTION:	NEW BUSINESS ORGANIZATIONAL MEETING
AGENDA ITEM #	2
PC LETTER #	5
CASE #	



PLANNING COMMISSION STAFF REPORT

PC MEETING DATE: FEBRUARY 22, 2010

ITEM FOR PLANNING COMMISSION CONSIDERATION:
Election of Planning Commission Chairperson, Vice-Chairperson and Secretary.

I. RECOMMENDED ACTION:
Elect a Planning Commission Chairperson, Vice-Chairperson, and Secretary.

II. BACKGROUND

The Bylaws require that the Planning Commission hold an annual organizational meeting at the first regular meeting in February and elect from its membership a Chairperson, Vice-Chairperson and Secretary.

According to the Bylaws (Part II, Organization), a majority vote is necessary to first elect a Chairperson and second to elect the remaining officers. The Chairperson, Vice-Chairperson and Secretary are to take office immediately upon election and hold office until their successors are elected next year.

The Chairperson is responsible for conducting all Planning Commission meetings and public hearings. The Chairperson is also responsible for representing the Commission in dealing with the City Council and staff. The Vice-Chairperson is responsible for the duties of the Chairperson in the event the Chairperson is absent. The Secretary is responsible for taking brief minutes during the meeting and reviewing the minutes that staff provides. All approved minutes are signed by the Secretary. The 2009 election results were as follows: Chairperson Jabs, Vice-Chairperson Peloquin and Secretary Rublein.

III. BASIS OF RECOMMENDATION

A. LEGAL

An annual organizational meeting is required by the Planning Commission Bylaws.