

MUKILTEO PLANNING COMMISSION AGENDA REPORT

SUBJECT TITLE: Selection of Chair and Vice Chair	FOR AGENDA OF: January 21, 2016
Department Director: Patricia Love, Director of Community Development	EXHIBITS:
Contact Staff: Linda Ritter, Associate Planner	

ELECTION OF OFFICERS

The Planning Commission bylaws require the nomination and election of officers to be conducted at the annual organization meeting, which is the first meeting of the calendar year.

The bylaws provide for two officers – a Chair and a Vice-Chair. The Chair presides at all meetings and hearings and signs documents on behalf of the Commission. In addition, the Chair may call for special meetings. The Vice-Chair serves as presiding officer of the Commission in the absence of the Chair and completes the Chair’s term if the Chair vacates the office before the end of the term.

Whoever receives a majority vote of the entire membership of the Planning Commission is elected and serves for one year. No member may serve consecutive full 1-year terms as Chair, so Commissioner Bush is ineligible to be the 2016 Chair.

Recent Planning Commission Chairs:

2015 – Jerry Bush
 2014 – Melanie Field
 2013 – John Reis
 2012 – Nick Gottuso
 2011 – Cindy Zynda
 2010 – Jim Brice
 2009 – John Reis
 2008 – Tom McGrath

Recent Planning Commission Vice-Chairs:

2015 – Norm Webb
 2014 – Jerry Bush
 2013 – Melanie Field
 2012 – Tom McGrath
 2011 – Nick Gottuso
 2010 – Cindy Zynda
 2009 – Dennis Konopinski
 2008 – Judy Turpie

ELECTION PROCEDURE

1. The current Planning Commission Chair calls for nominations.
2. Any Commissioner may make a nomination.
 - a. A second is not required.
 - b. Commissioners may decline a nomination.
3. The Chair asks if there are any other nominations. If none, the Chair closes the nominations.

4. A roll call vote is conducted, with each Commissioner expressing their preference for Chair.
5. If after the roll call vote a nominee receives four (a majority) or more votes, that Commissioner immediately becomes Chair of the Planning Commission. If nobody receives four or more votes after the roll call, then a second roll call is conducted, but with the nominee who received the fewest votes on the first roll call removed from consideration. In the case where there are three nominees with one receiving three votes and the others each receiving two votes then all three nominees are considered during the second roll call.
6. The newly elected Chair then conducts the vote for a Vice-Chair in the same manner as above.