



Memorandum

Date: March 28, 2006
To: Planning Commission
From: Steven Cohn, Senior Planner, 546-1418
Re: Annual Election of Officers

The Planning Commission Bylaws state that, “The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April. Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.” **In accordance with the Bylaws, the election of chair and vice chair will be held Thursday, April 6th.**

Any commissioner can be nominated and serve as Chair or Vice Chair. Chair Harris cannot serve another term as Chair according to the Bylaws, because he has served two consecutive terms in that capacity.

Commissioners may nominate themselves. No second is required for a nomination. Commissioners may also be nominated for more than one office.

Attached is the section from the Planning Commission Bylaws regarding officers and elections. If you have any questions, please call or email Jessica Simulcik Smith at 206-546-1508 or jsmith@ci.shoreline.wa.us.

ITEM 11.a - ATTACHMENT

SECTION 3: DUTIES OF THE OFFICERS

CHAIR: The Chair shall preside at all meetings and public hearings and shall call special meetings when necessary. The Chair shall be a full voting member of the Commission. The Chair shall account for expenditures of budgeted Commission funds, sign minutes and official papers, appoint all committees and their respective Chairs, and act as an *ex-officio* member of each, but without voting privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council, the public and City staff.

A term of Office shall be defined as one year. A Commissioner may serve as Chair for no more than two consecutive terms.

VICE CHAIR: The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convener of special committees. The Vice Chair shall speak on behalf of the Commission before the City Council, the public and City staff when the Chair is not available to speak.

A term of Office shall be defined as one year. A Commissioner may serve as Vice Chair for no more than two consecutive terms.

ARTICLE III - ELECTIONS

The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April. Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.

The election of Chair will be conducted by the Planning Commission Clerk. No one Commissioner may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary.

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