



Memorandum

DATE: May 23, 2007

TO: Shoreline Planning Commission

FROM: Jessica Simulcik Smith, Planning Commission Clerk

RE: 2007 Elections scheduled for June 7

The Planning Commission's Bylaws state that the Commission shall elect a Chair and a Vice Chair each year, generally taking place at the first regular public meeting in April. This year, April and May were busy months for the Commission with joint-meetings and Speaker Series events which caused elections to be delayed. The Commission's 2007 Elections will take place at its next regular meeting on June 7 as the first item of new business.

A Commissioner may serve as Chair no more than two consecutive years, and the same is true for Vice Chair. Both Chair Piro and Vice Chair Kuboi are eligible for another term in their positions.

Article III of the Planning Commission Bylaws explaining election procedures is attached. If you have any questions please contact Jessica by phone 206-546-1508 or email jsmith@ci.shoreline.wa.us.

Attachments

1. Planning Commission Bylaws excerpt

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.

After nominations have been closed, voting for the Chair takes place in the order nominations were made. Commissioners will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (five votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Chair conducts the election for Vice Chair following the same process.

Should the Chair be vacated prior to the completion of the Term, the Vice-Chair shall assume the duties and responsibilities of the Chair for the remainder of the said Term. The Chair shall then conduct elections for a new Vice-Chair.

Should the Vice-Chair be vacated prior to the completion of the Term, the Chair shall conduct elections for a new Vice-Chair to serve out the remainder of the Term.

Time spent fulfilling a vacated Term shall not count towards the two consecutive Term limit for Chair and for Vice-Chair.