



# Staff Report

## Planning and community development commission

January 10, 2022

### ITEM NAME

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Chair Nomination

### STAFF

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Philip Strom – Interim Town Planner

### INFORMATION

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For your reference, here is the code related to commission elections:

*Sec. 2-8-40 – Terms, Vacancies and Membership*

- (d) Chairperson, vice chair and second vice chair. The members of each board or commission shall select a chairperson and vice chair from among the board or commission's voting membership annually to serve for one (1) year with a maximum of three (3) terms as chair. No chairperson shall be elected who has not completed at least one (1) year as a member of the board or commission, unless no other person is eligible or otherwise willing to serve as chair.

The election of officers shall occur at the first meeting of each calendar year. Each board and commission shall also have a second vice chair, who may be either a voting member or the staff or Board of Trustees' liaison. Members of any board or commission may serve multiple terms as officers if reelected annually.

(1) Chairperson responsibilities:

- a. The chair shall determine the agenda and preside over all meetings of the board or commission.
- b. Ensures compliance with town rules and ethics code.

(2) Vice chair:

- a. The vice chair shall be the second ranking officer and in the absence or disability of the chair shall exercise all of the chair functions.

(3) Second vice chair:

- a. The second vice chair shall keep or cause to be kept minutes of all meetings of the board or commission and the membership.
- b. Shall perform other duties as the Board may direct or as may be required by law.

### COMMISSION ACTION

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PCDC should:

- Nominate/vote on a new Chair
  - Identify transition date to new Chair if necessary