



DATE: April 5, 2017

AGENDA ITEM # 2

TO: Design Review Commission

FROM: Zachary Dahl, Planning Services Manager – Current Planning

SUBJECT: Election of Chair and Vice-Chair

RECOMMENDATION:

Nominate and elect members to serve as Chair and Vice-Chair

BACKGROUND

At the first meeting in April each year, the Commission nominates and elects a Chair and Vice-Chair to serve for the coming year. This past year, Commissioner Moison served as Chair and Commissioner Glew served as Vice-Chair.

DISCUSSION

The election of Chair and Vice-Chair is governed by the Commission and Committee Handbook. Any member of the Commission may serve as either Chair or Vice-Chair. The current Chair will ask for nominations for the position of Chair. Any member may nominate another to serve. Nominations do not require a second. Once a member has been nominated for Chair, the Commission will vote. If a majority of members approve, that member will be deemed Chair. The process will then repeat for the election of Vice-Chair.

Typically, the Chair and Vice-Chair serve in the role for one year. However, last year the City Council adjusted the terms of the Design Review Commission, with commissioners now serving their terms through the end of September, not March. Therefore, the term of the Chair and Vice-Chair for this cycle will run through September of 2018 to align with the new term limits set by Council. As an alternative, the Commission could vote to elect a new Chair and Vice-Chair for six-month terms and hold new elections in October of 2017.

Upon the conclusion of the election process for Chair and Vice-Chair, the person elected Chair will take over as president of the meeting.