



DATE: March 20, 2013

AGENDA ITEM # 1

TO: Design Review Commission
FROM: David Kornfield, Planning Services Manager
SUBJECT: Commission Reorganization

RECOMMENDATION:

Nominate and elect members to serve as Chair and Vice Chair

BACKGROUND

Each March the Commission nominates and elects a Chair and Vice Chair to preside for the next year. This past year Commissioners Meadows and Wheeler served as Chair and Vice Chair, respectively.

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. Procedurally, it is good practice for the current Chair to ask for nominations for the position of Chair. Any member may nominate another to serve. Nominations do not require a second but should have the concurrence of the nominee. Once a member is nominated for Chair, the presiding Chair should call for a vote. If a majority supports the nomination, then that member is designated Chair. The same process should be repeated for the election of Vice Chair.

Upon the conclusion of the selection process for Chair and Vice Chair, the new Chair assumes the gavel and presides.