



## PLANNING AND ZONING COMMISSION MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** July 19, 2018

**SUBJECT:** Election of officers

**PRESENTER:** Clayton Comstock, Planning Manager

### **SUMMARY:**

The Planning and Zoning Commission will elect officer positions after the administration of oaths of office for Commission members.

- Chairperson
- Vice Chairperson
- Secretary

The Commission's rules of procedure require that a chairperson, vice chairperson, and secretary be elected annually following appointments to the Commission by City Council.

The chairperson is responsible for conducting meetings and ensuring that meetings and hearings are fair and orderly. If the chairperson were not present at a meeting, the vice chairperson would preside. In the event the chairperson and vice chairperson are absent, the secretary would conduct the meeting.