

Proposed Procedure for Election of Planning Commission Officers

Election of Chair

1. **Opening Nominations.** The current Chair shall preside over the election of officers and shall open nominations for the position of Chair.
2. **Making a Nomination.** Any Commissioner may nominate another Commissioner or themselves for the position of Chair.
3. **Second Required.** A nomination must receive a second from another Commissioner before proceeding.
4. **Acceptance or Declination.** Following a nomination and second, the Chair shall ask the nominee whether they accept the nomination. If the nominee accepts, their name shall be placed in nomination. If the nominee declines, the nomination shall be withdrawn.
5. **Additional Nominations.** The Chair shall ask whether there are any additional nominations. This process shall continue until no additional nominations are offered.
6. **Closing Nominations.** When there are no additional nominations, the Chair shall close nominations.
7. **Voting.** Staff shall conduct a roll-call vote on the accepted nomination or nominations. If only one person has been nominated and accepted, an affirmative vote of the Commission shall nevertheless be conducted and recorded.
8. **Election.** A nominee receiving the required majority vote shall be declared elected Chair.
9. **Tie Vote or Failure to Elect.** If no nominee receives the required majority, nominations shall be reopened and the Commission shall conduct another vote. Commissioners may nominate the same or different candidates. If the Commission remains unable to elect a Chair after additional voting, the Commission may continue the election to its next regular meeting. The existing Chair shall continue to serve until a successor has been elected and takes office.
10. **Incumbent Chair as Nominee.** The current Chair may be nominated for another term and, if nominated, shall continue to preside over the election process.

Election of Vice Chair

11. Following the election of the new Chair, the **current Chair shall remain presiding** and shall conduct the election for Vice Chair using the same nomination, second, acceptance or declination, voting, and tie-vote procedures described above.

Transition of Officers

12. The current Chair and Vice Chair shall continue serving in their respective positions for the remainder of the meeting at which the election occurs.
13. The newly elected Chair and Vice Chair shall assume their respective offices **at the beginning of the following Planning Commission meeting**, consistent with Rule 4(a).