

CITY OF CALISTOGA

STAFF REPORT

TO: CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS

FROM: ERIK V. LUNDQUIST, SENIOR PLANNER

MEETING DATE: JANUARY 23, 2013

SUBJECT: ELECTION OF 2013 PLANNING COMMISSION OFFICERS

1 **REQUEST:**

2

3 Calistoga City Planning Commission Rules of Procedure require an election of Officers

4 to be held during a regular meeting in January of each year.

5

6 **BACKGROUND:**

7

8 Section III. Organization and Election of Officers of the Calistoga City Planning

9 Commission Rules of Procedure dictates the Planning Commission elect a Chairperson,

10 Vice-Chair and Secretary during their January meeting of each year. For your

11 convenience I have provided excerpts from the Rules of Procedure defining the

12 organization and duties of these appointed positions.

13

14 **ORGANIZATION AND ELECTION OF OFFICERS**

- 15
- 16 • The offices of the Chair and Vice Chair shall be elective and persons elected
 - 17 shall serve for a term of one year.
 - 18
 - 19 • The Vice Chair shall succeed the Chair upon absences. Should the office of
 - 20 Chair become vacant before the term is completed, the Vice Chair shall serve the
 - 21 unexpired term of the vacated office. A new Vice Chair shall be elected at the
 - 22 next regular meeting.

23

24 **DUTIES OF OFFICERS**

25

26 **CHAIRPERSON**

- 27
- 28 • Preside over all meetings of the Commission, preserve order and decorum, and
 - 29 decide questions of order.
 - 30 • Appoint subcommittees of the Planning Commission, serve as an ex-officio
 - 31 member of all committees so appointed with voice but not vote, and refer matters
 - 32 to the proper standing subcommittees.

Election of Planning Commission Officers

January 23, 2013

Page 2 of 2

- 33 • Call special meetings in accordance with legal requirements.
34 • Sign documents for the Planning Commission.
35 • Assist staff in the creation of agendas.

36

37 VICE CHAIR

38

- 39 • Assist the Chair in the execution of the duties of office and act in the absence of
40 the Chair resulting from illness, disqualification, or absence due to conference or
41 meeting.
42 • Succeed the Chair if the office becomes vacant for the remaining term of the
43 vacated office.

44

45 SECRETARY

46

- 47 • The Secretary shall be responsible for the preparation of Planning Commission
48 minutes, shall assure that all official actions by the Planning Commission are
49 recorded in the minutes, and shall keep a record of all meetings of the Planning
50 Commission.
51 • Post the agenda at least seventy-two (72) hours prior to the meeting.
52 • Give priority to matters referred to them by the City Council.
53 • Ensure that all applications submitted to the Planning Commission for
54 consideration conform to established submittal requirements.
55 • Prepare, post, and publish public notices, including public hearings required by
56 law or required by the Planning Commission.
57 • Be custodian of records and sign official documents of the Planning Commission
58 as directed.

59

60 **RECOMMENDATION:**

61

62 Staff recommends that the Planning Commission elect a Chairperson, Vice-Chair and
63 Secretary.

64