

CALISTOGA PLANNING COMMISSION

STAFF REPORT

TO Chair Manfredi and Members of the Planning Commission
FROM Lynn Goldberg, Planning & Building Director
MEETING DATE January 8, 2014
SUBJECT Election of Planning Commission Officers

1 **ITEM**

2 Election of Planning Commission officers for 2014

3 **BACKGROUND**

4 The Calistoga City Planning Commission *Rules of Procedure* provides for the election of
5 officers during a regular meeting in January of each year. The following excerpts from
6 the *Rules of Procedure* define the organization and duties of these positions.

7 *III. Organization and Election of Officers*

8 A. *The officers of the Planning Commission shall consist of a*
9 *Chair and Vice Chair.*

10 B. *The offices of the Chair and Vice Chair shall be elective and*
11 *persons elected shall serve for a term of one year.*

12 C. *Elections shall be held during the annual meeting, which*
13 *shall be a regular meeting held in January of each year.*

14 *IV. Duties of Officers*

15 *Chair*

16 A. *Preside over all meetings of the Commission, preserve order*
17 *and decorum, and decide questions of order.*

18 B. *Appoint subcommittees of the Planning Commission, serve*
19 *as an ex-officio member of all committees so appointed with*
20 *voice but not vote, and refer matters to the proper standing*
21 *subcommittees.*

22 C. *Call special meetings in accordance with legal requirements.*

23 D. *Sign documents for the Planning Commission.*

24 E. *Assist staff in the creation of agendas.*

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Vice Chair

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A. *Assist the Chair in the execution of the duties of office and act in the absence of the Chair resulting from illness, disqualification, or absence due to conference or meeting.*

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B. *Succeed the Chair if the office becomes vacant for the remaining term of the vacated office.*

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33 **RECOMMENDATION**

34 Staff recommends that the Planning Commission elect a Chair and Vice Chair to serve
35 as officers for 2014.