

Calistoga Building Standards Advisory and Appeals Board
STAFF REPORT

TO Chair Coates and BSAAB Members
FROM Lynn Goldberg, Planning & Building Director
MEETING DATE January 22, 2015
SUBJECT Election of Planning Commission Officers

1 **ITEM**

2 Election of Board Officers for 2015

3 **BACKGROUND**

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

7 *III. ORGANIZATION AND ELECTION OF OFFICERS*

8 *3. The offices of the Chair and Vice Chair shall be elective and persons elected*
9 *shall serve for a term not less than one year.*

10 *4. Elections shall be held during the regular meeting held in January of each*
11 *year.*

12 *5. The Vice Chair shall succeed the Chair upon absences. Should the office of*
13 *Chair become vacant before the term is completed, the Vice Chair shall serve*
14 *the unexpired term of the vacated office. A new Vice Chair shall be elected at*
15 *the next regular meeting.*

16 *IV. DUTIES OF OFFICERS*

17 *CHAIR*

18 *1. Preside over all meetings of the Board, preserve order and decorum, and*
19 *decide questions of order.*

20 *2. Call special meetings in accordance with legal requirements.*

21 *3. Sign documents for the Board.*

22 *4. Assist staff in the creation of agendas.*

23 *VICE CHAIR*

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

27 2. *Succeed the Chair if the office becomes vacant for the remaining term*
28 *of the vacated office.*

29 **RECOMMENDATION**

30 Staff recommends that the Planning Commission elect a Chair and Vice Chair to serve
31 as officers for 2015.