



City of Calistoga  
Planning Commission  
**Agenda Item Summary**

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<b>DATE</b>	January 13, 2016
<b>ITEM</b>	<b>Election of 2016 Planning Commission Officers</b>
<b>RECOMMENDATION</b>	Elect Planning Commission officers for 2016

# CALISTOGA PLANNING COMMISSION

## STAFF REPORT

**TO** Members of the Planning Commission  
**FROM** Lynn Goldberg, Planning & Building Director  
**MEETING DATE** January 13, 2016  
**SUBJECT** Election of Planning Commission Officers

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1 **ITEM**

2 Election of Planning Commission officers for 2016

3 **BACKGROUND**

4 The City of Calistoga Planning Commission *Rules of Procedure* provides for the election  
5 of officers during a regular meeting in January of each year.

6 The following excerpts from the Rules define the organization and duties of these  
7 positions.

8 *III. Organization and Election of Officers*

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

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

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

15 *IV. Duties of Officers*

16 *Chair*

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

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

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

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

25 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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34 **RECOMMENDATION**

35 Staff recommends that the Planning Commission elect a Chair and Vice Chair to serve  
36 as officers for 2016.