

# CITY OF CALISTOGA

## STAFF REPORT

**TO:** CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS

**FROM:** KATHLEEN GULL, PLANNING COMMISSION SECRETARY  
/ADMINISTRATIVE ASSISTANT

**MEETING DATE:** JANUARY 14, 2009

**SUBJECT:** ELECTION OF THE 2009 PLANNING COMMISSION OFFICERS

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1 **I. ISSUE**

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3 Calistoga City Planning Commission Rules of Procedure require an election of Officers to be  
4 held during a regular meeting in January of each year.

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6 **II. BACKGROUND**

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8 Section III. Organization and Election of Officers of the Calistoga City Planning Commission  
9 Rules of Procedure dictates the Planning Commission elect a Chairperson, Vice-Chair and  
10 Secretary during their January meeting of each year. For your convenience I have provided  
11 excerpts from the Rules of Procedure defining the organization and duties of these appointed  
12 positions.

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14 ORGANIZATION AND ELECTION OF OFFICERS

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

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26 **CHAIRPERSON**

- 27 • Preside over all meetings of the Commission, preserve order and decorum, and decide  
28 questions of order.
  - 29 • Appoint subcommittees of the Planning Commission, serve as an ex-officio member of  
30 all committees so appointed with voice but not vote, and refer matters to the proper  
31 standing subcommittees.
  - 32 • Call special meetings in accordance with legal requirements.
  - 33 • Sign documents for the Planning Commission.
  - 34 • Assist staff in the creation of agendas.
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36 **VICE CHAIR**

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

**SECRETARY**

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

**III. RECOMMENDATION**

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