

CALISTOGA PLANNING COMMISSION

STAFF REPORT

TO Members of the Planning Commission
FROM Jeff Mitchem, Planning & Building Director
MEETING DATE January 11, 2023
SUBJECT Election of Planning Commission Officers

ITEM

Election of Planning Commission officers for 2023

BACKGROUND

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

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

III. Organization and Election of Officers

- A. The officers of the Planning Commission shall consist of a Chair and Vice Chair.*
- B. The offices of the Chair and Vice Chair shall be elective and persons elected shall serve for a term of one year.*
- C. Elections shall be held during the annual meeting, which shall be a regular meeting held in January of each year.*

IV. Duties of Officers

Chair

- A. Preside over all meetings of the Commission, preserve order and decorum, and decide questions of order.*
- B. Appoint subcommittees of the Planning Commission, serve as an ex-officio member of all committees so appointed with voice but not vote, and refer matters to the proper standing subcommittees.*
- C. Call special meetings in accordance with legal requirements.*
- D. Sign documents for the Planning Commission.*
- E. Assist staff in the creation of agendas.*

Vice Chair

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

RECOMMENDATION

Staff recommends that the Planning Commission elect a Chair and Vice Chair to serve as officers for 2023.