

TO: Plan Commission/Zoning Board of Appeals

FROM: Joel Strassman, Planning and Zoning Officer

DATE: June 10, 2022

SUBJECT: Election of Officers

By-laws for the Plan Commission (PC) and Zoning Board of Appeals (ZBA) specify an Election of Officers occur in May, every other year. Staff has scheduled time on the June 15th agenda for the elections. The Chair and Vice-Chair of the PC and ZBA may serve up to three (3) successive two (2) year terms. All current PC and ZBA members are eligible to be nominated and serve as Chair or Vice Chair.

In separate actions, the PC and then the ZBA shall solicit nominations for Chair and Vice Chair for the respective body. After each nomination, members shall vote on the nominated individuals for each office. The nominees who receive the most votes shall become the respective officer for a period of two (2) years, to end in May of 2024. The next round of nominations and elections will take place at that time.

Staff notes that having the same person serve as Chair and Vice Chair for both the PC and ZBA has proven to help meetings run smoothly and efficiently, especially for complex projects requiring action from both bodies. While the same individuals may hold the same office for each body, it is not a requirement.

Please be prepared to nominate and elect officers for the PC and for the ZBA at the June 15th meeting.

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