



CITY OF FORT BRAGG

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MEMO

TO: Planning Commission
FROM: Sarah McCormick
RE: 2018 CHAIR AND VICE-CHAIR APPOINTMENTS

According to the Fort Bragg Planning Commission Bylaws:

At the first meeting in the month of January, the Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. If the Chair and Vice-Chair leave the Commission, and there are no officers, the Commission shall elect a Chair and Vice-Chair at the next Commission meeting.
(Ord. 740 §1, 1992)
(Fort Bragg Municipal Code §2.20.050)

The process for this officers' election is as follow:

1. The Current chair calls for nominations for Chair
2. Commissioners can either nominate themselves or another commissioner for Chair.
3. Any Commissioner who does not want to be Chair can demure for the nomination.
4. Upon nomination of the commissioners for Chair a voice vote will be taken and the commissioner with the most votes will become the new Chair.
5. The Chair then assumes the management of the meeting and calls for nominations for the Vice Chair.
6. The above process ensures for the Vice Chair.