



## Carson City Planning Division

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### MEMORANDUM

Planning Commission Meeting of July 25, 2018

**TO:** Planning Commission

**FROM:** Hope Sullivan, AICP  
Planning Manager

**DATE:** July 18, 2018

**SUBJECT:** **Item F-2:** For Possible Action: To elect Planning Commission Officers.

Consistent with CCMC 18.02.010.7, the Planning Commission shall elect yearly its Chairman from among the appointed members. This provision also allows for the Commission to elect yearly other officers as it may determine to be necessary.

The Planning Commission Bylaws, approved by the Board of Supervisors on September 5, 2013, states that the Commission shall elect its officers at its July meeting as the first order of business following completion of the scheduled public hearings. The election of an officer shall be by affirmative vote of not less than four members of the Commission. The Commission shall elect a Chair person and a Vice-Chairperson.

Per the bylaws, the terms of the Chairperson and the Vice-Chairperson shall be one year. A Commissioner may only serve as Chairperson for two consecutive years.