

**Chair**  
Bruce Keilen  
**Vice-Chair**  
Tim Fair  
**Secretary**  
Mike Nolen  
**Commissioners**  
David Fedewa, Trustee  
Adam Bertram  
Dale Dailey  
Erika Hayes  
Abby Lorenzen  
Linda Parkinson-Gray



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**Community Development Director**  
Brett C. Wittenberg

**Planner**  
Alexander J. Bahorski

**Recording Secretary**  
Kelli Furgason

## MEMORANDUM

TO: Planning Commission

FROM: Brett C. Wittenberg  
Community Development Director

SUBJECT: Election of Officers for 2022

DATE: January 3, 2022

Article III of the Planning Commission bylaws require that the Commission elect a Chair, a Vice-Chair, and a Secretary at the first regular meeting of the year. The duties of each of these officers are described in Article IV of the bylaws. All members of the Planning Commission, except for the Board of Trustees representative, are eligible to serve as officers. However, no officer can serve more than two consecutive years in the same office. The current Chair (Keilen), Vice Chair (Fair) and Secretary (Nolen) have served in their respective offices for two years and, therefore, are no longer eligible to serve in the Chairman (Keilen), Vice Chairman (Fair), and Secretary (Nolen) positions. No member may hold more than one office simultaneously.

The purpose of this memorandum is to provide a reminder of the procedures to be followed in the election of officers. The following steps can be followed for each of the three offices. Customarily, the process begins with the office of Chair, followed by Vice-Chair, and concludes with the Secretary.

### Nominations

The chair will begin by opening the floor for nominations to the office. Any Commissioner may nominate an eligible Commissioner upon being recognized by the Chair. It is not necessary to make a motion when nominating a member. A Commissioner may simply state the name of the member that they wish to nominate for the office.

When there are no additional nominations for the office, the Chair will declare the nominations closed. At this time, the Commission will proceed with the election of one of the nominees.

## **Election**

If there is only one nominee for an office, it is customary that a Commissioner will make the following motion:

“I move that a unanimous ballot be cast for Commissioner \_\_\_\_\_ for the office of \_\_\_\_\_.”

The Chair will then call for a vote. The Planning Commission bylaws require that the election be made by roll call vote.

If there is more than one nominee for the office, the election can proceed by voice vote, or through the use of a written ballot. If the election is conducted by voice vote, the Chair will call for a vote on each of the nominees, in the order that the nominations were made. Once one of the nominees receives a majority vote, they are declared elected. No votes are taken on the remaining nominees.

If a ballot is used, each Commissioner will write the name of the nominee that they wish to vote for on the ballot. To comply with the requirements of the Open Meetings Act, the ballots cannot be secret. Each Commissioner must write his or her name on the ballot, as well. The ballots are then tallied. Because the bylaws require a roll call vote, the balloting must be followed by a motion to elect the nominee to the office.