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## MEMORANDUM

TO: Zoning Board of Appeals

FROM: Brett Wittenberg, Community Development Director

SUBJECT: Election of Officers 2021

DATE: January 13, 2021

Article II of the Board of Appeals bylaws require that the Board elect a Chair, a Vice-Chair, and a Secretary at the first regular meeting of the year. The duties of each of these officers is also described in Article II. All members of the Board are eligible to serve as officers, except that the Board of Trustees representative may not serve as the Chair. 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 Member may nominate an eligible Member upon being recognized by the Chair. It is not necessary to make a motion when nominating a member. A Member 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 Board 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 Member will make the following motion:

Main Office: 517.668.0270  
Treasurer: 517.668.1411  
Fax: 517.668.0277

Assessing: 517.669.6494  
Building: 517.668.0278  
Planning: 517.669.6576  
Fax: 517.669.6496

Police: 517.669.6578  
Fax: 517.669.6583  
Fire: 517.669.0071  
Fax: 517.669.6752

Community Center  
Phone: 517.482.5117  
Fax: 517.482.1293

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

The Chair will then call for a 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 Member 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 Member must write his or her name on the ballot, as well. The ballots are then tallied. The balloting must be followed by a motion to elect the nominee to the office.