AGENDA ITEM
NO. 1

CITY OF MORGAN HILL

MEMORANDUM

To: **PLANNING COMMISSION**

Date: June 13, 2006

From: **COMMUNITY DEVELOPMENT DEPARTMENT**

Subject: **SELECTION OF CHAIR AND VICE-CHAIR**

REQUEST

Pursuant to City Council Policy, the Planning Commission must select a Chairperson and Vice-Chair to serve one year terms beginning in June of each year. That policy provides that the member serving the longest on the Commission without having previously served as Chair will serve as the Chairperson. The member second in seniority will serve as Vice-Chair. The policy further states that if the member serving as Vice-Chair is on the Commission at the time the next Chair is selected, he or she will become Chair the following year. Based on the City Council policy, the current Vice Chair, Commissioner Benich would become the next Chairperson. Commissioner Escobar is next in line to serve as the Vice-Chair. Should either member choose not to serve as the Chair and Vice-Chair, Commissioner Koepp-Baker would be the next in line to serve as the Vice-Chair. The Chair and Vice-Chair terms are for one year, until June 1, 2007.

RECOMMENDATION

Select members to serve as Chair and Vice Chair for a one year term.

Attachment:

City Council Chair/Vice Chair Selection Policy

R:\PLANNING\WP51\Administration\Planning Commission\PCChairSelect06-07.doc

CITY OF MORGAN HILL
CITY COUNCIL POLICIES AND PROCEDURES

CP 96-02

SUBJECT: POLICY REGARDING TERM AND SELECTION OF CHAIR AND VICE CHAIR OF CITY BOARDS AND COMMISSIONS

DATE: APRIL 17, 1996
(Revised DECEMBER 15, 1999)

In order to provide an efficient method for the selection of Chair and Vice-Chair from the members of the Boards and Commissions, it shall be the policy of the City Council of Morgan Hill to have these officers serve a one (1) year term beginning the first regular meeting date of each fiscal year. A rotation system shall be followed in the selection of the Chair and Vice-Chair. The member who has served the longest on the Board or Commission without serving as Chair during the previous four (4) years shall be selected for the position of Chair. The member second in seniority who has not yet served during the previous four (4) years as Chair shall become Vice-Chair. If the member selected as Vice-Chair is on the Board or Commission at the time the next Chair is selected he/she shall become Chair.

Prior to selection as Chair, a Board or Commission member must serve a minimum of twelve (12) months on the Board or Commission. Each member's seniority shall begin upon the effective date of that member's appointment to the Board or Commission. If two (2) or more members have equal seniority, the Board or Commission shall make the selection. In the event a member otherwise eligible for selection declines the position, the member next in seniority shall be selected. A Board or Commission member will be eligible to serve another term as Chair and Vice Chair provided at least four (4) years have transpired since having previously served as Chair or Vice Chair respectively. Such period may be reduced by one year increments if no other Board or Commission member is eligible to serve due to a recent appointment or because a member otherwise eligible for selection declines the position. If two or more members are eligible to serve another term as Chair, the member who has served the longest on the Board or Commission since having previously served as Chair shall be first in seniority to serve another term as Chair and Vice Chair.

This policy shall remain in effect until modified by the City Council.

APPROVED: Dennis Kennedy
DENNIS KENNEDY, MAYOR

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