



**CITY OF GREENACRES
PLANNING DEPARTMENT
POLICY AND PROCEDURES**

POLICY# PDO-002W
ISSUED: 4/21/03
EFFECTIVE: 4/21/03

SUBJECT: Planning Commission and Local Planning Agency
Chairman and Vice-Chairman elections

CROSS REFERENCE: Chapter 16, Article II, Division 3, Section 16-83 (a) and (b)
Chapter 16, Article II, Division 5, Section 16-133
Robert's Rules of Order, pages 352, 362 and 368-373

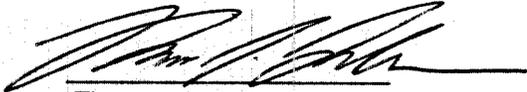
PURPOSE: To clarify procedures for the election of Chairman and Vice-Chairman

POLICY: In accord with the requirements of Section 16-83(a), an election for the positions of Chairman and Vice-Chairman of the Planning Commission, also functioning as the Local Planning Agency per Section 16-133, shall be held once per year. The following procedures have been reviewed with the City Attorney and shall be used. Alternate procedures in compliance with Robert's Rules of Order may be adopted by the Planning Commission/Local Planning Agency:

1. The election shall take place at a public meeting in January each year.
2. The "Election of Officers" item shall be placed at the end of the Planning Commission agenda immediately following any public hearing items.
3. The Chairman shall declare "Nomination of a regular member, or regular members, are now in order for the office of Chairman."
4. No second is required for a nomination. After each nomination, the Chair shall ask if there are any additional nominations.
5. When there are no more nominations, the Chairman shall close nominations.
6. Blank paper shall be distributed to each member by the Recording Secretary. The Recording Secretary shall then read the names of those nominated.
7. Each member shall indicate on the paper ballot their vote for the office of Chairman. The ballots shall be collected by the Recording Secretary, counted, and the results written down.
8. The Chairman shall announce the results of the balloting.
9. In the event that there is only one nomination for the office, the Chairman may declare the candidate elected by "acclamation".
10. The election of the Vice-Chairman shall be conducted immediately thereafter by the same procedure.
11. Those elected shall take office immediately after completion of the elections.

PROCEDURE: Planning Department staff shall ensure that these requirements are met on an annual basis.

REVISED: January 21, 2004


Thomas J. Lanahan
Planning Director