

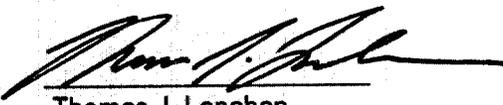


**CITY OF GREENACRES
PLANNING DEPARTMENT
POLICY AND PROCEDURES**

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

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- SUBJECT:** Zoning Board of Adjustments and Appeals
Chairman and Vice-Chairman elections
- CROSS REFERENCE:** Chapter 16, Article II, Division 3, Section 16-103 (a) and (b)
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 16-103(a), an election for the positions of Chairman and Vice-Chairman of the Zoning Board of Adjustments and Appeals 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 Zoning Board of Adjustments and Appeals:
1. The "Election of Officers" item shall be placed on the Zoning Board of Adjustments and Appeals agenda immediately following approval of the minutes, if any.
 2. The Chairman shall declare "Nominations are now in order for the office of Chairman."
 3. No second is required for a nomination. After each nomination, the Chair shall ask if there are any additional nominations.
 4. When there are no more nominations, the Chairman shall close nominations.
 5. Blank paper shall be distributed to each member by the Recording Secretary. The Recording Secretary shall then read the names of those nominated.
 6. 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.
 7. The Chairman shall announce the results of the balloting.
 8. In the event that there is only one nomination for the office, the Chairman may declare the candidate elected by "acclamation".
 9. The election of the Vice-Chairman shall be conducted immediately thereafter by the same procedure.
 10. 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: June 23, 2003


Thomas J. Lanahan
Planning Director