

**PLANNING COMMISSION AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b> Annual Officer Elections		
<b>DEPARTMENT:</b> Planning & Community Development		
<b>PRESENTED BY:</b> Jessica Simulcik Smith, Planning Commission Clerk		
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Study Session	<input type="checkbox"/> Recommendation Only
<input type="checkbox"/> Discussion	<input type="checkbox"/> Update	<input checked="" type="checkbox"/> Action

**INTRODUCTION & BACKGROUND**

The Planning Commission Bylaws state that "The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April. Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections." In accordance with the Bylaws, the election of Chair and Vice Chair will be held Thursday, April 4, 2013.

A Commissioner may serve as Chair no more than two consecutive years, and the same is true for Vice Chair. For your information, both Chair Moss and Vice Chair Esselman have served one full term in their positions and are eligible to be reelected.

The Election Process

The Clerk will call for nominations. No one Commissioner may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed.

After nominations have been closed, voting for the Chair takes place in the order nominations were made. Commissioners will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Chair conducts the election for Vice Chair following the same process.

If you have any questions please contact Jessica at (206) 801-2514 or [jsmith@shorelinewa.gov](mailto:jsmith@shorelinewa.gov).

Approved By:

Project Manager 

Planning Director 