

## COMMISSION ACTION ITEM

**TO: MEMBERS OF THE PLANNING COMMISSION**  
**FROM: MARK J. HENDRICKSON, COMMUNITY & ECONOMIC DEVELOPMENT**  
**DEPARTMENT DIRECTOR AND SECRETARY OF THE PLANNING COMMISSION**  
**DATE: SEPTEMBER 9, 2015**

**SUBJECT: ESTABLISH COMMISSION CHAIR AND VICE-CHAIR ROTATION PROCESS**

**SUMMARY:** Interest has been expressed to establish a process by which the position of Chair and Vice-Chair would regularly rotate as is customary with the Board of Supervisors and other local governmental bodies. The purpose of this item is for the Planning Commission to consider the following:

“At its first meeting in October of this calendar year, the Planning Commission shall designate one of its members as Chairman, and another member as Vice-Chairman, to serve during such year and until their successors are designated. Beginning with the first meeting of the Commission in October of 2016, and each October thereafter, the senior member of the Commission, in terms of total years served, shall be designated the Chairman. The next senior member of the Commission shall be designated as Vice-Chairman, to serve in such capacity until the following October, at which time the Vice-Chairman shall be designated Chairman if he or she is still a member of the Commission. No member who has ever served as Chairman shall be eligible for a further term as Chairman until the Commission members appointed for each of the other four supervisorial districts has had a member who has served as Chairman. Furthermore, no member shall be eligible to be Chairman until he or she has served at least eleven months on the Commission. In the event two or more eligible members have equal seniority, the member who represents a district which has last had a Chairman or Vice-Chairman most remote in time shall be designated Chairman or Vice-Chairman. A member entitled to be designated Chairman or Vice-Chairman pursuant to these provisions may waive such designation, and the member otherwise eligible next in seniority shall be so designated. A member waiving designation as herein provided shall, for the purpose of future designation, have his or her seniority dated from the date of such waiver, as though he had not made such waiver and had served a term as Chairman or Vice-Chairman during such year. The Chairman shall preside at all meetings provided that, in case of absence or inability to act, the Vice-Chairman shall preside. In the event that the Vice-Chairman is unable to preside over a meeting, the members present shall select one of the members to act as Chairman pro tem.”

In summary, staff recommends establishing a system consistent with County Code § 2.32.070, providing the authority for the Planning Commission to adopt rules for the transaction of its business, whereby the Chairman and Vice-Chairman are rotated, with the Vice-Chairman assuming the role of Chairman the following year (with the next member in line becoming the Vice-Chairman). Based on seniority and the rules outlined above, the first eligible Chairman is Commissioner Erreca, and the first eligible Vice Chair is Commissioner Thompson. Since the rules are specific, the “designation” is automatic, rather than by vote. The intention of this item is to afford all members of the Commission the opportunity to serve in leadership and facilitative capacities, should they so choose thus creating a more participative style of governance structure.

**REQUEST/RECOMMENDATION/ACTION NEEDED:** 1) Approve Chairman and Vice-Chairman rotation process as outlined in the second paragraph of the summary above; and, 2) Direct staff to return to the Commission at its first meeting in October 2015 with an item to be placed on its agenda to commence with the said process.