



CITY OF
**PALO
ALTO**

Planning & Transportation Commission Staff Report

From: Planning and Development Services Director
Lead Department: Planning and Development Services

Meeting Date: January 15, 2025
Report #: 2501-3973

TITLE

Election of Vice Chair

RECOMMENDATION

Staff recommends the Planning & Transportation Commission (PTC) elect a Vice Chair to serve from January 15, 2025 to April 9, 2025.

BACKGROUND

Section 2.1 of the Planning and Transportation Commission By-Laws provides:

The offices of Chairperson and Vice Chairperson shall be filled by election of members of the Commission from among their members, and persons so elected shall serve for a term of one year or until their successors are elected. Elections shall be held at the first meeting in April that has full member attendance each year or following the first meeting with newly appointed Board members in attendance, when this occurs after the first April meeting. In the event that either office becomes vacant during the regular term, the Commission shall elect a member to serve the remainder of the term.

With the recent vacancy of Vice Chair, a new Vice Chair must be elected to serve the remainder of the term until the next cycle of elections in April. Though there is no express procedure for Chair and Vice Chair elections in the PTC's By-Laws, the presiding officer may decide questions of procedure. Any commissioner may appeal a decision to the PTC. Below is a summary of the most recent election process:

1. Nominations for Vice Chair are made from the floor. Commissioners may nominate anyone, including themselves. A second is required for a nomination.
2. The Nominee states whether they will accept the nomination.
3. The commissioners who moved and seconded the nomination make a brief statement on why they support the nomination.
4. Nominee(s) may also make a brief statement regarding their candidacy.
5. Other commissioners may give comments or ask questions to the nominees(s).

6. The PTC will take a vote after all nominations have been made, seconded, and the nominee(s) have stated their acceptance.
7. A majority vote is required for confirmation.

ATTACHMENTS

There are no attachments.

AUTHOR/TITLE:

Jennifer Armer, Assistant Director