



CITY OF  
**PALO  
ALTO**

## Planning & Transportation Commission Staff Report

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

**Meeting Date: April 10, 2024**  
Report #: 2403-2752

### TITLE

Election of Chair and Vice Chair

### RECOMMENDATION

Staff recommends that the Planning and Transportation Commission hold elections for offices of Chair and Vice Chair or continue the election to a later meeting with any newly appointed member in attendance.

### BACKGROUND

The City Council is scheduled to interview candidates on April 8, 2024, with appointments thereafter. There is only one position under consideration. The incumbent has applied along with one other applicant.

Section 2.1 of the Bylaws of the Planning and Transportation Commission (PTC) states:  
“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.

Thus, the commission may choose to hold elections now, during the first meeting in April, or it may delay the election to a future meeting following the first meeting with any newly appointed commissioners. Until such time as elections are held, the current Chair and Vice Chair will continue to hold their positions.

Once a date is selected, there is no express procedure for Chair and Vice Chair elections. Where the PTC's bylaws and procedural rules are silent, the presiding officer may decide questions of procedure, though any commissioner may appeal a decision to the commission as a whole.

The process for the most recent past election practices are summarized below:

1. Nominations for Chair are made from the floor. Commissioners may nominate anyone, including themselves. A second is required for the 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. Nominees may also make a brief statement regarding their candidacy.
5. Other Commissioners may give comments or ask questions to the nominees.
6. The PTC will take a vote after all nominations have been made, seconded, and the nominees have stated whether they will accept.
7. Four votes are required for confirmation.
8. The entire process is repeated for Vice Chair election.

**AUTHOR/TITLE:**

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