



CITY OF
**PALO
ALTO**

Architectural Review Board Staff Report

From: Jonathan Lait, Planning and Development Services Director
Lead Department: Planning and Development Services

Meeting Date: April 20, 2023
Report #: 2304-1296

TITLE

Chair and Vice Chair Elections

RECOMMENDATION

Staff recommends the Architectural Review Board (ARB):

1. Elect a new Chair and Vice-Chair to serve from April 20, 2023 to April 4, 2024

BACKGROUND

Section 3.1 of the Architectural Review Board (ARB) By-Laws states:

“The offices of Chairperson and Vice Chairperson shall be elected from among the appointed members of the Board, and the person so elected shall serve for a term of one year or until a successor is elected. Elections shall be held at the first meeting in April of each year, which coincides with the first meeting of new Board members.”

At the request of the Chair and Vice Chair at the March 20, 2023 hearing, this election was agendized for the second hearing in April to allow for all board members to be present for the elections.

There is no express procedure for Chair and Vice Chair elections. Where the ARB’s bylaws and procedural rules are silent, the presiding officer may decide questions of procedure, though any boardmember may appeal a decision to the ARB as a whole. The process for the most recent past election practices is summarized below:

1. Nominations for Chair are made from the floor. Boardmembers may nominate anyone, including themselves. A second is required for the nomination.
2. The nominee states whether they will accept the nomination.
3. The Boardmembers 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 Boardmembers may give comments or ask questions to the nominees.
6. The ARB will take a vote after all nominations have been made, seconded, and the nominees have stated whether they will accept.
7. A majority vote is required for confirmation.
8. The entire process is repeated for Vice Chair election.

AUTHOR/TITLE:

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