

The following procedures will be used for Commission reorganization:

1. The Chair turns the meeting over to the Commission Secretary who presides over the nomination of the new Chair.
2. The Commission Secretary indicates that "Nominations are now in order for the Chair of the Planning Commission."
3. Any member of the Commission may nominate any member for Chair; no second is required.
4. The Commission Secretary states, "Commissioner \_\_\_\_\_ has been nominated. Are there any further nominations for Chair?" The Commission Secretary repeats each nomination in this way until all nominations are made.
5. When it appears no one else wishes to make a nomination, the Commission Secretary again states, "Are there any further nominations for Chair? If there are no further nominations, the nominations are closed." No waiting for a motion to that effect.
6. After completion of the nominations, the Commission Secretary may provide each nominee with an opportunity to speak regarding their qualification for the position.
7. The Commission Secretary shall then conduct a roll call vote for the selection of Chair, asking each member to vote for the nominee of his or her choice. The vote shall be conducted in alphabetical order.
8. The Commission Secretary then declares the result of the election. The nominee receiving a majority vote of the Commission shall be declared the new Chair.
9. After selection of the new Chair, the Commission Secretary turns the meeting over to the newly elected Chair who is given an opportunity to make any remarks, which he or she may wish to make upon entering office.
10. The new Chair then presides over the selection of the Vice Chair, calling for nominations and conducting the vote as with the selection of the Chair.
11. The new Vice Chair is also given an opportunity to make any remarks which they may wish to make upon entering office.