



<b>Case number:</b>	
<b>Address:</b>	
<b>Application type:</b>	Election of Officers/Review Rules of Procedure
<b>Applicant:</b>	City of Bloomington

**This file will contain the following items as they become available:**

1. Agenda information
2. Staff report
3. Location map

**Additional information**

To receive copies of submitted development applications, supplemental documents, and (in some cases) building and site plans please contact the Planning Division at 952-563-8920 or [planning@ci.bloomington.mn.us](mailto:planning@ci.bloomington.mn.us).

**Your comments are important!**

If you wish to communicate to the Planning Commission about this agenda item, please include:

- Your name
- E-mail address
- Full mailing address (number, street name, city, state, ZIP)
- Daytime telephone number
- Case file number
- Date of hearing

You may not receive a detailed response to your e-mail, but your comments, if received in time, will be presented to the Planning Commission.

If you wish to send comments via e-mail, write to [planning@ci.bloomington.mn.us](mailto:planning@ci.bloomington.mn.us). Anonymous e-mails will not be forwarded.

Originator <b>COMMUNITY DEVELOPMENT</b>	Item <b>Election of Officers/Review Rules of Procedure</b>	#
Agenda Section	By <b>GDM</b>	Approved Date

Description

Item 3

## GENERAL INFORMATION

Applicant: City of Bloomington

Request: Election of Officers

## REQUEST

The Planning Commission Rules of Procedure address the election of officers as follows:

- 2.1 Election of Officers.** At the first meeting in March of each year, the Commission shall elect from its membership a Chair and Vice-Chair. This shall be done by secret ballot. Each member shall cast a ballot for the member he wishes to be chosen Chair. If no one receives a majority, balloting shall continue until one member receives majority support. Vice-Chair shall be elected from the remaining members by the same procedure.

In addition to electing officers, the Planning Commission is requested to review the attached Rules of Procedure and flag any items that it believes should be discussed or amended.

## CHRONOLOGY

Planning Commission Agenda: 3/11/10 – Election of officers scheduled.

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**Council Action**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Request: Election of Officers/Review Rules of Procedure

**REQUEST**

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- a. If the Chair retires from the Commission before the next regular organizational meeting, the Vice-Chair shall be Chair and a new Vice-Chair shall be elected within 30 days of the first meeting that the Vice-Chair became Chair. If both Chair and Vice-Chair retire, new officers shall be elected within 30 days of the first meeting that the Chair and Vice-Chair are absent.
  - b. If both Chair and Vice-Chair are absent from a meeting, the most senior member of the Commission present shall serve as temporary Chair.
  - c. The Chair will appoint a secretary subject to approval by voice vote of the Commission. The secretary does not have to be a Commission member.

**ACTION ITEMS**

1. Elect Chair (by secret ballot)
2. Elect Vice-Chair (by secret ballot)
3. Appoint secretary
4. Review the Rules of Procedure (attached with the agenda packet previously distributed) and flag any items that should be discussed or amended. Staff has not flagged any amendments.