

## MEMORANDUM

**TO:** Gadsden County Planning Commission

**FROM:** William D. McCord, Growth Management Director

**DATE:** January 8, 2007

**RE:** Election of Planning Commission Chairman and Vice-Chairman

At the January 18, 2007 Planning Commission meeting the Board will be selecting a new chairman and vice-chairman for 2007. The Planning Commission also serves as the Local Planning Agency.

The code does not establish a requirement or procedures for selecting or electing a chairman and vice-chairman. This has been handled as an administrative function of the Board and is a necessary action to ensure that the Commission meeting are organized and follow an established order (usually Roberts Rules of Order).

In this case the Growth Management Department is asking the Board to take action to elect a Chairman and or elect or re-elect a Vice-Chairman.

H: P&Z\Chairman Elections\2007 Board Elections