



WILDWOOD

July 19, 2021

MEMORANDUM

To: Planning and Zoning Commission Members

From: Department of Planning and Parks

Re: Nomination Process for the Planning and Zoning Commission Officers – Year 2021 to 2022

Under the requirements of the Planning and Zoning Commission's By-Laws, new officers need to be appointed for the upcoming year (July 2021 to June 2022) by August. The officers are Chair, Vice-Chair, and Secretary. As a guide, the Department has prepared the following summary of this appointment process for your review:

BY-LAWS

CITY OF WILDWOOD PLANNING AND ZONING COMMISSION

< ARTICLE IV - ELECTIONS OF OFFICERS >

- Section One. A nominating committee of not less than four (4) Commissioners shall be appointed by the serving Chair of the Planning and Zoning Commission at the second meeting in June of each year to nominate officers of the Planning and Zoning Commission for the following year. The committee shall report to the full membership at the second meeting of the Planning and Zoning Commission in July, with the election of the officers occurring no later than the second meeting of August. Nominations may also be entertained from the floor at this second meeting in July. The new officers, being duly elected, shall take office at the first meeting of the Planning and Zoning Commission following its election and administer said office for one (1) year or until their successors are appointed.
- Section Two. The Chair may request nominations for two (2) or three (3) officers simultaneously or, at discretion of the Chair, require a separate nomination and vote for each officer.
- Section Three. A candidate receiving a majority vote of the Planning and Zoning Commission shall be declared elected.

This item has been included at the end of tonight's agenda to advise the members of the upcoming process and allow for any discussion to occur on who would like to serve on this Committee, so their respective interests can be made known to the Chair of the Commission. Once the Chair is aware of any interested members in serving on the Nominating Committee, appointments can then be made to it at the August 2, 2021 meeting of the Planning and Zoning Commission, with anticipated vote and final action at the September meeting.

If you should have any questions regarding this information, please feel free to contact the Department of Planning at (636) 458-0440. Thank you for your consideration of this matter.