



# WILDWOOD

January 27, 2021

## MEMORANDUM

To: Wildwood Historic Preservation Commission Members

From: Department of Planning and Parks

Re: Report of Nominating Committee for 2022 Election of Officers ([Wards – All](#))

Cc: The Honorable James R. Bowlin, Mayor  
The Honorable City Council of Wildwood  
Steve Cross, City Administrator  
John A. Young, City Attorney  
Rick Brown, P.E. and P.T.O.E., Director of Public Works

Per the Historic Preservation Commission's By-Laws, the most recent version adopted in May 2019, each year an election of officers must take place. The election process begins with the creation of a Nominating Committee in December, which is appointed by the Chair. The Nominating Committee then reports to the full Commission in January of the following year, where nominations are heard and an election conducted. The newly elected Officers begin their roles at the following meeting in February. The three (3) Officer positions are Chair, Vice-Chair, and Secretary.

The specific language from the By-Laws addressing the election process is below:

### **ARTICLE III - ELECTION OF OFFICERS AND OTHER MEMBER REQUIREMENTS**

Section 1. A nominating committee of not less than three (3) Commissioners shall be appointed by the serving Chair of the Historic Preservation Commission at the first meeting in December to nominate officers of the Historic Preservation Commission for the following year. The Committee shall report to the full membership at the first meeting of the Historic Preservation Commission in January, with the election of the officers occurring at this time. Nominations may also be entertained from the floor at this first meeting in January. The new officers, being duly elected, shall take office at the first meeting of the Historic Preservation Commission in February and hold office for one (1) year or until their successors are appointed.

Section 2. The Chair may request nominations for two (2) or three (3) officers simultaneously or, at the discretion of the Chair, require a separate nomination and vote for each officer.

Section 3. A candidate receiving a majority vote of the Historic Preservation Commission shall be declared elected.

Section 4. Two (2) members of City Council shall be appointed to serve as liaisons to the Historic Preservation Commission, but may not serve as an officer of the Commission. One (1) member of the Planning and Zoning Commission shall be appointed to serve as liaison to the Historic Preservation Commission, but may not serve as an officer of it.

At the Commission's meeting held in December 2021, Acting Chair Stevens appointed three (3) Commissioners to the Nominating Committee to offer their recommendations for the 2022 slate of officers. The individuals appointed were Secretary Scott and Commissioners Hensic and Bachert. The Nominating Committee met on January 6, 2022 and discussed the available options for appointees and the role of each position. At the conclusion of the discussion, a motion was made by Secretary Scott, seconded by Commissioner Bachert, with unanimous voice vote, to recommend the following slate of officers:

- Jan Stevens – Chair
- Steve Scott – Vice-Chair
- Alan Bachert - Secretary

Per the Commission's By-Laws, other members may also offer nominations from the floor during the January meeting. Therefore, if any member would prefer an alternate selection for any of the officer positions, they may make a motion suggesting so. Department staff will be requesting action be taken at the January meeting to nominate, and by vote, appoint the officers for the Historic Preservation Commission to serve from February 2022 through January 2023.

If any for the Commission Members should have any questions or comments regarding this process before tonight's meeting, please feel free to contact the Department of Planning at (636) 458-0440. A presentation is planned on this agenda item at tonight's meeting. Thank you for your consideration of this information and discussion of the same.