



# WILDWOOD

August 7, 2023

## MEMORANDUM

To: Planning and Zoning Commission Members

From: Department of Planning and Parks

Re: Nomination Process for the Planning and Zoning Commission Officers – 2023 to 2024 Year

Under the requirements of the Planning and Zoning Commission's By-Laws, new officers need to be appointed for the upcoming year (July 2023 to June 2024) 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.

For the purposes of explanation regarding the timeframes that are outlined herein, the Department would note that, given the expiration of terms of some members at the end of June, and the City Council now meeting once per month, the membership of the Commission cannot be formally set until after the Commission's July meeting. This circumstance resulted in the selection of the Nominating Committee and its subsequent meeting to occur in the month of August, in lieu of the July timeframe noted in the By-Laws.

This item has been included at the end of tonight's agenda to advise the members of the selection of a Nominating Committee. Once the Chair is aware of any interested members in serving on the Nominating Committee, appointments can then be made to it thereafter, and a meeting date determined. Following the conclusion of the Nominating Committee considerations, the anticipated vote and final action regarding Planning and Zoning Commission Officers for the 2023 to 2024 Year can be completed at its September meeting.

The Department would also note the need for the Commission's By-Laws to be amended to address the change in meeting schedules of the Planning and Zoning Commission and City Council to one (1) meeting per month for each of these bodies and the timeframes associated with the nominating process for officers. This matter will be presented to the Commission for consideration and action at its 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.