



## Memorandum

**TO:** Planning Commission

**FROM:** Eric Vorwald, AICP  
Planning & Zoning Manager

**RE:** **Election of Officers**

**DATE:** August 11, 2022

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The purpose of this memo is to provide information regarding the election of officers of Planning Commission. The Commissioners should consider each position and make a nomination from the regular members of the Commission to fill each role. This item requires action by the Planning Commission.

### Overview

With the start of each new term, the Planning Commission elects officers to oversee the proceedings of the meetings. There are three officer positions that need to be filled. Below is a list of each position and the member currently serving in the role. Each officer serves a term of one year.

Chair - Mike O'Brien  
Vice-Chair - Abby Bleything  
Secretary - Vacant

The role of each officer is as follows:

Chair - Serves as the moderator of each meeting including setting agendas and keeping order.

Vice-Chair - Serves as the chair when the chair is not able to perform their duties.

Secretary - Keeps minutes of the meeting.