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**AGENDA ITEM
Planning & Zoning**

Meeting

10/5/2023

MEETING DATE

TO: Planning and Zoning Board Members

DATE: September 22, 2023

FROM: Teresa Bishop, AICP, Planning Manager

PHONE: 904 209-0581

SUBJECT OR TITLE: Election of Chair and Vice-Chair

AGENDA TYPE: Business Item

PRESENTER: Teresa Bishop, AICP, Planning Manager

BACKGROUND INFORMATION:

The Planning and Zoning Agency is required to annually elect a Chair and Vice-Chair. Please see the attached recommended Nomination and Voting procedures. Alternatively, after public comment, the suggested motions for election may be made.

SUGGESTED MOTION/RECOMMENDATION/ACTION:

CHAIR: I make a motion to elect _____ as Chair.

VICE-CHAIR: I make a motion to elect _____ as Vice-Chair.

**Recommended Procedures for Nomination for Chair/Vice-Chair (Pursuant to
BCC Rules and Policies Rule 1.206):**

The Chair and Vice-Chair shall be elected one at a time beginning with the Chair. The vote will be viva voce for each office. Each nomination and second shall count as a motion.

1. Public Comment for Chair and Vice-Chair: The current Chair will call for public comment for any person to speak on behalf of any Member or for any Member who wishes to speak. Time extensions shall be subject to the discretion of the current Chair.

2. Nomination List:
 - a. The current Chair shall ask for nominations for that position.
 - i. "I nominate _____ for [Chair/Vice-Chair]."
 - b. A nomination must be seconded.
 - c. Names that receive a nomination and second shall be on the nomination list.
 - d. Once there are no more nominations the current Chair shall declare that nominations are closed.

3. Vote: After nominations are closed, a voice vote shall be taken on each nominee in the order in which they are on the nomination list until one is elected by a majority of the votes.

4. Vice-Chair: Repeat 2 and 3 for Vice-Chair position.