

PLANNING COMMISSION STAFF REPORT

MEETING DATE: November 7, 2011 **REPORT WRITTEN:** October 31, 2011

ITEM NUMBER: VII.A – Selection of Chair and Vice Chair for the Planning Commission

DISCUSSION:

In accordance with Moraga Municipal Code Section 2.12.080, the Commission must annually appoint a Chair and Vice Chairperson. The Vice Chairperson will assume the duties of the Chairperson in the Chairperson's absence.

According to section 1.4 of the rules of the Planning Commission, the term of Chair and Vice-Chair is one year, beginning with election at the first meeting after October 1 and ending at the first meeting after October 1 of the following year, or until their successors are elected.

RECOMMENDATION:

The Planning Commission should nominate and select a new Chair and Vice Chairperson.

Prepared by Kelly Clancy, Assistant to the Planning Director