

## **MEMO**

Date: June 17, 2026

To: Planning Commission

From: C. Shannon McGuire, Assistant Director of Plan Services

CC: File

Re: Annual Election of Officers

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In accordance with Article 3 of the Planning Commission Bylaws, the Commission is required to conduct its annual election of officers at the second regular meeting in June.

### **Officer Positions**

The Planning Commission elects four officers from among its citizen members:

- Chairperson
- Vice-Chairperson
- Secretary
- Assistant Secretary

Officers serve a term of one (1) year or until their successors are elected and take office.

### **Election Procedures**

Pursuant to Article 3, Section 2 of the Bylaws:

1. The Commission shall elect its officers annually at the second regular meeting in June.
2. Nominations shall be made from the floor.
3. Elections shall occur immediately following nominations.
4. A candidate must receive a majority vote of the entire membership of the Commission to be elected.
5. Any vacancy occurring during the year shall be filled using the same election procedure.

### **Duties of Officers**

Chairperson

- Presides over all meetings and public hearings when present.
- Has the privilege of discussing all matters before the Commission.
- Shall not preside over or vote on any matter in which the Chairperson has a substantial personal or private interest as defined by Missouri law.
- Decides questions of order and procedure in accordance with the parliamentary authority adopted by the Commission.

#### Vice-Chairperson

- Serves as Chairperson in the absence or disability of the Chairperson.

#### Secretary

- Serves as Chairperson when both the Chairperson and Vice-Chairperson are absent or unable to serve.
- Attends to Commission correspondence and other duties assigned by the Commission.

#### Assistant Secretary

- Performs the duties of the Secretary when the Secretary is absent or unable to serve.
- Serves as Chairperson when the Chairperson, Vice-Chairperson, and Secretary are all absent or unable to serve.

#### Acting Officers

If all elected officers are absent or unable to serve:

- The members present shall select an Acting Chairperson.
- If both the Secretary and Assistant Secretary are absent or unable to serve, the members present shall select an Acting Secretary.
- A Commissioner may fulfill the duties of only one office at a time and must relinquish any other officer responsibilities while serving in another capacity.

#### **Recommendations**

1. Staff recommends the Commission proceed with the annual election of officers in accordance with the adopted bylaws.