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**Title:** Election of Planning Commission Chair, Vice Chair and Secretary

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6/15/2022	1	Planning Commission	Adopted	Pass
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**REPORT TO PLANNING COMMISSION**

**SUBJECT**

Election of Planning Commission Chair, Vice Chair and Secretary

**BACKGROUND**

City commissions rotate the position of Chair and Vice Chair each year during the beginning of the new Fiscal Year which commences on July 1. The roles of the Chair, Vice Chair, and Secretary are defined in the Procedures section of the City’s Board, Commissions, and Committee Handbook. The Planning Commission Chair is responsible for the following duties:

- Preside at all official meetings of the City commission
- Consult with the staff liaison on the meeting agenda
- Attend City Council meetings as needed to represent the City commission
- Sign correspondence on behalf of the City commission

Responsibility of the Vice Chair:

- Substitute for the Chair as needed.

Responsibility of the Secretary:

- Read the invocation, read the agenda items into the record, conduct meeting roll call and be responsible for any updates to the Planning Commission Policies and Procedures. The Secretary will also fill in for the Commission Vice-Chair in their absence.

**DISCUSSION**

Nancy Biagini serves as the current Planning Commission Chair, and Priya Cherukuru serves as the

current Vice Chair. Ricci Herro currently serves as Secretary. The Planning Commission may vote to elect a new Chair, Vice Chair, and Secretary to serve a one-year term ending on June 30, 2023. After nominations, voting and election of each officer, the new officers will assume their positions at the August 24, 2022 Planning Commission meeting.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact associated with this item aside from administrative cost and expenses.

### **COORDINATION**

This report has been coordinated with the City Attorney’s Office

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

There is no staff recommendation.

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