



Agenda Report

19-108

Agenda Date: 2/27/2019

REPORT TO PLANNING COMMISSION

SUBJECT

Selection of Planning Commission Secretary

BACKGROUND

At the beginning of each fiscal year, the Planning Commission appoints a Chair to facilitate the Planning Commission meetings, a Vice Chair to serve in the role of meeting facilitator in the event the Chair is unavailable, and a Secretary. The role of the Secretary is to read the invocation, read the agenda items into the record, conduct meeting roll call and will be responsible for any updates to the Planning Commission Policies and Procedures. The Secretary will also fill in the commission Vice-Chair in their absence. Commissioner Becker, Secretary of the Planning Commission was appointed as Vice Chair at the January 9, 2019 Planning Commission Meeting due to the vacancy created when former Vice Chair Raj Chahal assumed his position as Councilmember on December 11, 2018. The Secretary position for the remainder of fiscal year 2018/19 is now vacant. At the January 9, 2019 Planning Commission meeting, Commissioners had an informal discussion regarding nominations.

DISCUSSION

The Planning Commission may nominate individuals for each position. Individuals nominated can either accept or decline. Commissioners shall vote for candidates in the role of Secretary. The Commissioner with the most votes will assume the responsibilities for the remainder of the fiscal year. All votes must be cast in an open forum.

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(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

Public contact was made by posting the Planning Commission's 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/or 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>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

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