



**SAN RAFAEL**  
THE CITY WITH A MISSION

Community Development Department – Planning Division

**Meeting Date:** April 14, 2020  
**Agenda Item:** 3  
**Case Numbers:** P20-002  
**Project Planner:** Ali Giudice (415) 485-3092

## REPORT TO PLANNING COMMISSION

**SUBJECT:** Election of Officers to fill a Recent Vacancy;

### EXECUTIVE SUMMARY

Due to the recent departure of the Planning Commissioner serving as Chair, the Commission is being asked to select a New Chair and Vice Chair for the 2020 year.

### RECOMMENDATION

It is recommended that the Planning Commission take the following action:

- a) Elect a new Chair and Vice Chair for 2020;

### BACKGROUND AND ANALYSIS

#### **Election of Officers:**

Section II.E of the Planning Commission “Rules and Procedures” requires that the Planning Commission conduct an annual meeting to select officers (Chair and Vice Chair) for the calendar year. The Annual Meeting was conducted and a new Chair and Vice Chair was selected on January 14, 2020.

However, the Chair position is now vacant due to the resignation of Commissioner Schoppert. As such the Planning Commission is now being asked to select a new Chair and Vice Chair to complete the rest of the year.

The office of the Chair and Vice Chair is rotational, with selection based on seniority or tenure of service. Per the Rules and Procedures, generally, a Commissioner shall not serve as a Chair more than once in seven consecutive years.

#### Chair

Based on the rotation criteria, Commissioner Mercado is next-in-line to serve as Chair, as he has been serving as Vice Chair for the past 3 months.

#### Vice Chair

In order to determine the next Vice Chair, the same rules and procedures for Chair apply to Vice Chair. Commissioner Samudzi is the only Commissioner who has not served as Chair or Vice Chair in the past 7 years. Therefore, Commissioner Mercado and would be the next eligible Vice Chair for 2020.

In accordance with the rules and procedures, it is recommended that Commissioner Mercado be elected to serve as Chair and Commissioner Samudzi be elected to serve as Vice Chair.