

**ARAPAHOE COUNTY PLANNING COMMISSION  
GENERAL BUSINESS – ELECTION OF OFFICERS  
APRIL 6, 2021  
6:30 P.M.**

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**ANNUAL ELECTION OF PLANNING COMMISSION OFFICERS**

**Jan Yeckes, Planning Division Manager**

**March 23, 2021**

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Purpose and Recommendation: Following are the sections of the adopted bylaws of the Arapahoe County Planning Commission addressing Election of Officers and the Duties of Officers. Historically, the Executive Secretary and Recording Secretary have been the Planning Division Manager or Designee. The Chair and Chair Pro Tem are elected from the Planning Commission membership.

Staff recommends that the Planning Commission make nominations for officers and vote to elect officers to serve until the next annual election, anticipated to occur in March or April of 2022.

***PLANNING COMMISSION BYLAWS***  
**Amended and Approved by Planning Commission January 21, 2020**  
**Approved by Board of County Commissioners by Resolution 200134**  
**Effective February 25, 2020**

**II. *ADMINISTRATION***

A. Election of Officers

1. The Arapahoe County Planning Commission is a body composed of a maximum of seven (7) members appointed by the Board of County Commissioners. The Planning Commission elects a Chair and a Chair Pro-Tem from among its members. A permanent member of the Planning Division, elected by the Planning Commission, occupies the position of Executive Secretary. *Ref: 5-1.3.A.2. and 5-1.3.B.*
2. Between March 1 and April 30, each year, the Commission shall elect, from its membership, a Chair and Chair Pro-Tem. A majority vote of those present is required to elect a Chair. After the Chair is elected, the same procedure shall be followed in the election of a Chair Pro-Tem.

B. Duties of Officers

1. Chair. It is the responsibility of the Chair to conduct Planning Commission meetings in accordance with the rules of order adopted herein. Upon motion made and passed, in accordance with these Rules, the Commission may suspend compliance with these Rules if it determines that no person's substantial rights would be prejudiced. The Chair shall be a voting member

of the Commission and is accorded the same rights and privileges accorded other members of the Commission. The Chair is authorized to sign documents, minutes, and schedule work sessions.

2. Chair Pro-Tem. In the event that the Chair is temporarily unable to act due to absence, illness or personal interest in any matter coming before the Commission, or due to any other cause, the Chair Pro-Tem shall be accorded the same privileges and responsibilities as the Chair. In the event neither Chair nor Chair Pro-Tem is present, those present shall elect a temporary Chair.
3. Executive Secretary. In coordination with the Chair and the Planning Staff, schedules public hearings and other meetings before the Commission. The Executive Secretary or a designee appointed by the Executive Secretary prepares and distributes the Commission agendas and provides a written summary of decisions made by the Commission.
4. Recording Secretary. Shall keep the minutes (*Ref: 5-1.3.C.3.*) and audio recordings of all Commission meetings. The Executive Secretary or designee shall act as the Recording Secretary for the Planning Commission, and the Planning Division Office of Public Works and Development shall be the custodian of all Commission records pertaining to actions of the Planning Commission.

**Draft Motions for Nominations:**

*The Chair will open nominations and, after each nomination, will call for additional nominations prior to voting.*

Nomination for Chair: I move to nominate [Planning Commission Member Name] to serve as Chair of the Planning Commission. *Subsequent/additional nominations may be made, by motion, prior to voting.*

Nomination for Chair Pro Tem: I move to nominate [Planning Commission Member Name] to serve as Chair Pro Tem of the Planning Commission. *Subsequent/additional nominations may be made, by motion, prior to voting.*

Nomination for Executive Secretary (also serves as the Recording Secretary under the Bylaws): I move to nominate the Planning Division Manager or Designee to serve as the Executive Secretary.

**PLANNING COMMISSION  
ANNUAL ELECTION OF OFFICERS 2021**

**Resolution Number 21-001**

WHEREAS, Colorado Revised Statutes (CRS) 30-28-104 provides that the County's Planning Commission shall adopt such rules and regulations governing its procedure as it may consider necessary or advisable and shall keep a record of its proceedings, which record shall be open to inspection by the public at all reasonable times; and

WHEREAS, the Planning Commission has adopted bylaws and most recently amended and updated the bylaws at its regularly scheduled meeting on January 21, 2020; and

WHEREAS, the Board of County Commissioners, in its role of administering the Citizen Boards, Committees and Commissions program, reviews and approves the bylaws of all citizen commissions appointed by the Board of County Commissioners and approved the currently adopted bylaws pursuant to Resolution No. 200134; and

WHEREAS, Section II. Administration, A. Election of Officers and B. Duties of Officers provide for an annual election to be held between March 1 and April 30 of each year; and

WHEREAS, nominations for the positions of Chair and Chair Pro Tem and Executive Secretary were offered and voted upon;

THEREFORE, the Officers elected for the Planning Commission during a public meeting held on April 6, 2021, are as follows:

Chair – Planning Commission Member [First and Last Name]

Nomination by:

Second by:

Vote:

Chair Pro-Tem – Planning Commission Member [First and Last Name]

Nomination by:

Second by:

Vote:

Executive Secretary – Planning Division Manager or Designee

Nomination by:

Second by:

Vote:

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Jane Rieck, Planning Commission Chair

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Date signed