



GLOUCESTER COUNTY
Planning, Zoning & Environmental
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M E M O R A N D U M

TO: Planning Commission

CC: Carol Steele, County Administrator
George Bains, Deputy County Administrator
Ted Wilmot, County Attorney

FROM: Anne Ducey-Ortiz, Director Planning, Zoning, & Environmental Programs

DATE: October 7, 2024 for November 7, 2024 Planning Commission Meeting

SUBJECT: Planning Commission Chair and Vice Chair Nominations

As specified in Planning Commission's Rules of Procedure (Section 3-3), nominations for the Chair and Vice Chair of the Planning Commission for the upcoming calendar year shall be included as an item of business at the regular November meeting each year. During this discussion, the current year's Chair shall receive nominations for these positions, but no vote will be taken at the November meeting. Similarly, at the Commission's December meeting, nominations will once again be received. Once all nominations from the November and December meetings are considered, the Commission will elect their Chair and Vice Chair for the upcoming year during the December meeting's discussion and these positions will take office at the beginning of the January meeting.

In accordance with Section 3-2 of the Planning Commission's Rules of Procedure, the Chair and Vice Chair each serve one-year terms and may succeed their initial term for one additional term. Since Mr. Johnson and Mr. Meyer have served as Chair and Vice Chair, respectively, for two terms each, they may not be nominated for the same position for 2025. However, any Commissioner, including Mr. Johnson and Mr. Meyer, is eligible for a new or different role for 2025.

Furthermore, since election of officers at the December 5, 2024 meeting will require a majority vote of the entire voting membership of the Planning Commission, the nominees for each position will require at least 4 votes to be confirmed for these positions. Please notify our department if you are unable to attend this meeting so staff can ensure that a majority will be present to conduct the elections.

Thank you for your commitment to the County. Feel free to contact me if you have any questions.

PC Action: Receive nominations for these positions of Chair and Vice Chair for 2025.