

-COUNTY OF SAN DIEGO, CALIFORNIA
PLANNING COMMISSION POLICY

SUBJECT:

SELECTION OF OFFICERS and SEATING ARRANGEMENT

**POLICY
NUMBER**

PC-3

**EFFECTIVE
DATE**

02/22/08

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PURPOSE:

To establish a procedure to be followed for selecting and installing the Chairperson and Vice Chairperson of the Planning Commission, and to establish a seating arrangement for Commissioners at meetings.

BACKGROUND:

Prior to 1975, there was no established written procedure for the selection and installation of Planning Commission Chairperson and Vice Chairperson. Because the "nominating committee" procedure which was previously followed was determined to be unnecessarily complex and time consuming, this Policy was adopted in 1975, to establish a written procedure. The 2008 amendments to this Policy are adopted in order to establish a rotational system for selection of Chairperson and Vice Chairperson, and a seating arrangement generally reflecting recent Commission practice.

POLICY:

The procedure for installing the Planning Commission Chairperson and Vice Chairperson, and the seating arrangement for Commissioners at meetings shall be as follows:

1. The seating arrangement for Commissioners at meetings commencing on March 7, 2008, shall be as set forth in the Seating Diagram below, with the new Chairperson taking the middle seat and the new Vice Chairperson taking the seat to the Chairperson's left. When a new Chairperson is selected (pursuant to the procedures below), all Commissioners shall move one seat to their right, as shown on the Seating Diagram. If a new Commissioner is appointed, he or she shall take the seat immediately to the Chairperson's right.
2. After 2008, the installation of the Chairperson and Vice Chairperson shall occur at the last meeting of February each year, at which time the following shall take place:
3. The Commission shall select and appoint a Chairperson and Vice Chairperson according to rotation of the positions in the Seating Diagram below. The Vice Chairperson shall become Chairperson, and all other members shall move one position higher towards Vice Chairpersonship and Chairpersonship.
4. In the event the Chairperson and/or the Vice Chairperson departs from office mid-year, the above procedures for rotation of seating arrangements and selection of Chairperson and/or Vice Chairperson shall be followed at the earliest meeting feasible.
5. In the case of a temporary absence of both the Chairperson and the Vice Chairperson, the Planning Commission shall appoint a Chairperson Pro-Tem from among the Commissioners.
6. It shall be the responsibility of the Secretary of the Commission (the Director of Planning and Land Use) to inform the Commissioners of the implementation of the above principles.

REF: P/C 01/31/75 (4)
 P/C 02/02/79 (Off-Docket)
 P/C 04/06/84 (5)
 P/C 05/23/97 (7)
 P/C 02/22/08 (4)

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Planning Commission Rotation Diagram

2009 ROTATION

