



MEMO

TO: The Planning Commission

DATE: July 25, 2017

**FROM: Jason Thompson, Director
Department of Planning and Development**

SUBJECT: ELECTION OF OFFICERS AND SECRETARY APPOINTMENT

In accordance with Article III, Elections and Officers of the By-Laws of the City of Snellville Planning Commission:

Section 1: The Planning Commission shall elect one of its members as Chairperson and he/she shall serve for one year or until such person is re-elected or a successor is named. The Chairperson shall conduct the meetings and vote as any other member. A second Planning Commission member shall be elected from the body as Vice-chairperson and shall serve until such person is re-elected or a successor is named. The Vice-chairperson shall conduct the meetings in the absence of the chairperson.

Section 2: The elections shall be held every year at the regular meeting of the month of July.

Section 3: The Planning Commission shall appoint a secretary, who maybe an officer or employee of the City or of the Planning Commission.

Therefore, the Planning Commission shall elect a Chairperson and Vice-Chairperson and appoint a Secretary.