



Carson City Planning Division

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MEMORANDUM

To: Historic Resources Commission **F-1**

From: Jennifer Pruitt, Principal Planner

Date: January 12, 2012

Subject: HRC-11-140
Election of Historic Resources Commission Officers

As noted in the Historic Resources Commission Policy and Procedure Manual, at the Historic Resources Commission regular meeting in January of each year, the Commission shall, as its first order of business following completion of scheduled public hearings, elect its officers for the coming calendar year.

The election of an officer shall be by affirmative vote of not less than four members of the Commission. The Commission shall elect a Chairman and a Vice-Chairman.

The following has been provided, which clearly identifies the duties of the HRC Chairman and HRC Vice Chairman:

Chairman

A chairman shall be elected by the members of HRC. His/her term shall be for one year; he/she may be re-elected without limit. The chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the HRC in session at the time. The chairman shall appoint any committees found necessary to investigate any matters before HRC. The chairman shall have the right to vote.

Vice-Chairman

A vice-chairman shall be elected by the members of HRC from the membership in the same manner as the chairman. His/her term shall be for one year, and he/she may be re-elected without limit. He/she shall serve as acting chairman in the absence of the chairman, and at such times shall have the same powers and duties as the chairman.

Recommended motions:

I move to nominate _____ as the Historic Resources Commission Chairman for the period of February 2012 to January 2013.

I move to nominate _____ as the Historic Resources Commission Vice-Chairman for the period of February 2012 to January 2013.