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MEMORANDUM

Historic Resources Commission January 03, 2024

TO: Historic Resources Commission

FROM: Heather Ferris, Planning Manager

SUBJECT: **Item 5.B** – HRC-2023-0462 For possible action: Discussion and possible action to elect a Historic Resources Commission Chairman and Vice Chairman for a one-year term ending in January 2025.

STAFF SUMMARY: The Historic Resources Commission policies and procedures require the Commission to elect a chairman and vice-chairman each January.

The Historic Resources Commission (“HRC”) policies and procedures require the HRC to elect a chair and vice-chair at its January meeting each year to serve a term from February through January of the following year. The election of the chair and vice-chair must be made by an affirmative vote of at least four members of the HRC.

City policy suggests that a member should only serve as a chairperson for two consecutive years and should be re-nominated for chairperson only when two or more years have passed since the member last served as chair. However, under the HRC policies and procedures, a person may be elected to the same position.