## MEMORANDUM

TO:

Design Review Board

FROM:

Steven Fischer, Principal Planner

DATE:

February 21, 2013

SUBJECT:

Election of Officers

At the beginning of our meeting we will elect a Chair and Vice chairperson for 2013. In January we forgot to hold our election.

The duties of the chairperson are:

- (1) To open the meeting at the appointed time and determine that a quorum is present;
- (2) To enforce the rules relating to debate, order, and decorum;
- (3) To state and put to a vote all questions that legitimately come before the board as motions or that otherwise arise in the course of the meeting;
- (4) If a motion is not in order, to rule it out of order; and
- (5) To assign a member to note those members present and absent and ensure minutes are taken on all actions by the board at each meeting.

The duties of the vice chairperson shall be to perform duties of the chairperson in the chairperson's absence.

Thanks