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**To:** City of Saugatuck, Historic District Commission  
**From:** Grayson Moore, Director of Planning & Zoning  
**Meeting Date:** January 9, 2026  
**RE:** Annual Election of Officers

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Members of the Historic District Commission,

Per the Commission's Bylaws, the election of officers shall be held at the first regularly scheduled meeting of the calendar year. The following procedure, as outlined in the governing document, will be observed:

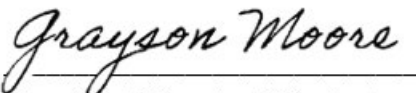
- **Article 3, Section 3. Election of Officers.** The Commission shall elect a Chairperson, Vice Chairperson, and secretary annually at the first meeting of the calendar year.

The Historic District Commission is asked to nominate and select the three office positions for the next year.

**Sample Motion**

Motion to elect \_\_\_\_\_ as Chair, \_\_\_\_\_ as Vice Chair, and \_\_\_\_\_ as Secretary of the Historic District Commission.

Respectfully submitted,

  
\_\_\_\_\_  
Director of Planning & Zoning