



To: City of Saugatuck, Planning Commission
From: Grayson Moore, Director of Planning & Zoning
Meeting Date: January 15, 2026
RE: Annual Election of Officers

Members of the Planning Commission,

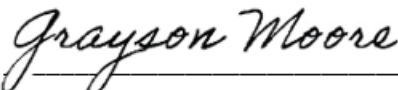
Per the Commission's Bylaws, the election of officers shall be held at the first regularly scheduled meeting of the calendar year. The following procedure, as outlined in Article 6 of the governing document, will be observed:

1. Elections for new officers shall be held as the last item of business during the first Planning Commission meeting in January.
2. Nominations shall be made from the Planning Commissioners present at the meeting, and election of the Chair, Vice-Chair, and Secretary shall be conducted immediately thereafter.
3. A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected, and shall serve for 1 year, or until a successor shall take office.

Sample Motion

Motion to elect _____ as Chair, _____ as Vice Chair, and _____ as Secretary of the Planning Commission.

Respectfully submitted,



Director of Planning & Zoning