



*Building & Land Use
Department*
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MEMORANDUM

To: TPZ Members
From: Jon Colman, Director of Building & Land use
Date: 17 November 2025
Subject: Election of TPZ Commission Officers

The TPZ Commission By-Laws state that an organizational meeting shall be held at the first meeting (regular or special) following the biannual elections to the Commission. At this organizational meeting officers will be elected.

The By-Laws further state that seven (7) **regular members** of the Commission **shall** be present before the election of officers can take place.

If an election is not possible, the existing officers remain in office until they or their successors are elected.

The officers to be elected are Chairperson and Secretary.

The By-Laws state that nominations shall be made by any **regular** member of the Commission and **all members**, regular and alternate, of the Commission, shall vote for the officers.

The Director of Building and Land Use, in this case the Assistant Director of Building and Land Use, shall preside at this organizational meeting.