



Meeting Date: May 18, 2026

## PLAN COMMISSION REPORT

Item No. **5C**

Proposal: Election of Plan Commission Vice President and Secretary

Description: Per Village Ordinance the Plan Commission will annually elect a vice president and secretary.

Applicant(s): Village of Caledonia

Address(es): 5043 Chester Lane

**Suggested Motion:** No motion is required.

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**Background:** Per Village Ordinance, the Plan Commission will annually elect from its membership a person to be vice president and secretary.

The role for each position is not explicitly stated in the ordinance. However, the expectation of the vice president is to conduct a Plan Commission meeting when the Plan Commission President is not present. The secretary's role is to review the Plan Commission minutes, which are taken and prepared by the Village Clerk, and approve them for review by the Plan Commission at the next meeting.

The process to elect these positions is as follows:

1. The Plan Commission President opens the nomination process.
2. Any member can nominate another to a specific position.
3. A nominated member must accept the nomination. (There can be more than one person nominated for the same position.)
4. When all nominations have been made, the President closes the nomination process.
5. If more than one person is nominated for a position, the Plan Commission will vote for their preferred candidate.
6. The President will count the votes for each candidate.
7. The member with the most votes will be elected for the specific position of vice president or secretary.
8. Election Process is complete.

No motion following the election is required.

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Prepared by:

A handwritten signature in blue ink that reads "Natalia Nery de Farias".

Natalia Nery de Farias  
Planner & Zoning Administrator

Respectfully submitted:

A handwritten signature in blue ink that reads "Peter Wagner".

Peter Wagner, AICP  
Development Director