



CITY OF BLAINE

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

435 MARTIN STREET, STE. 3000 • BLAINE, WA • 98230

PHONE: (360) 332-8311 • FAX: (360) 543-9978 • WEBSITE: www.cityofblaine.com

Date: July 30, 2021
To: City of Blaine Arts Commission
From: Stacie Pratschner, AICP, RPA: Community Development Director
Re: **Annual Selection of Officers**

The City of Blaine has adopted Robert's Rules of Order to manage parliamentary procedures in its public meetings.¹ Robert's Rules include guidance on how to nominate and vote on officers to facilitate effective meetings. The Arts Commission should elect a Chair and Vice-Chair to serve until August of 2022.

At the close of elections, the newly elected Chair will chair the remainder of the meeting.

Community Development Services ("CDS" or "the Department") recommends the following procedure for elections:

Selecting the Chairperson

Secretary of the Commission: Open the floor to nominations

- Anyone Commissioner can nominate anyone else
- No second is required for a nomination

Secretary of the Commission: Confirm the nominations

- Ask each Nominee if they accept the nomination

Secretary of the Commission: Call for the vote

- Use a "show of hands" to vote for each Nominee individually

For example: "All members voting for _____ please raise your hand." Then count the hands. Repeat for each Nominee. Members only vote once, and no one votes "against" anyone only for someone.

Selecting the Vice Chairperson

Chair: Open the floor to nominations

- As above

Chair: Confirm the Nominations

- As above

Chair: Call for the vote

- As above

¹ <https://mrsc.org/Home/Explore-Topics/Governance/Legislative-Organization-Meetings-and-Process/Parliamentary-Procedure.aspx>