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TO: Auburn Planning Board
FROM: Natalie Thomsen, Planning Coordinator
DATE: February 11, 2025
RE: Election Process for Chair and Vice Chair – Procedural Correction

Background:

At the last Planning Board meeting on January 14, 2025, elections were held for Chair and Vice Chair. The process followed included a nomination, a second, and an immediate vote by voice. Upon review, it appears the procedure did not fully comply with **Robert's Rules of Order** due to missing steps in the nomination process.

Issues Identified:

1. **Failure to Call for Additional Nominations:** The Chair should ask three times if there are additional nominations before closing them.
2. **No Formal Motion to Close Nominations:** While not strictly required, best practice is to formally close nominations before voting.

Corrective Actions:

1. **Rescind and Reconsider the Elections:** A motion should be made to rescind the votes due to procedural errors and redo the election correctly.
2. **Proper Election Process:**
 - a. Open nominations and call for additional nominees three times.
 - b. Close nominations with a formal motion.
 - c. Conduct voting

Draft Motions:

- **Motion to Rescind Elections:** *"I move to rescind the elections of the Chair and Vice Chair conducted at the last meeting due to procedural errors."*
- **Motion to Open/Close Nominations:** *"I move to open/close nominations for the position of Chair."*
- **Motion to Elect Chair:** *"I move to elect [Nominee's Name] as Chair of the Planning Board."*

Repeat for Vice Chair.

Conclusion:

Implementing these steps will ensure compliance with **Robert's Rules of Order** and uphold the legitimacy of the board's leadership. Please review and be prepared to take corrective action at the next meeting.