

**CITY OF COOS BAY URBAN RENEWAL AGENCY**  
**Agenda Staff Report**

<b>MEETING DATE</b>	<b>AGENDA ITEM NUMBER</b>
November 15, 2016	

TO: Chair Jennifer Groth and Board Members

FROM: Rodger Craddock, City and Agency Manager

ISSUE: Election of Agency Officers

**BACKGROUND**

The Agency Rules regulate that the Board, by ballot, shall elect a Chair, Vice Chair, and Secretary from its membership at its first meeting after each general biennium election. The Agency chair presides at all regular and special meetings as well as executive sessions of the Urban Renewal Agency. The Agency chair is head of the Agency for all ceremonial purposes. The Agency vice-chair acts as the presiding office whenever the chair is unable to perform the functions of the office. The Agency secretary signs all agency meeting minutes approved by the board.

**ACTION REQUESTED**

Staff recommends the following:

1. Open and take nominations for chair after which Board members should vote by ballot to elect or re-elect the Agency chair.
2. Open and take nominations for vice-chair after which Board member should vote by ballot to elect or re-elect the Agency vice-chair.
3. Open and take nominations for secretary after which Board member should vote by ballot to elect or re-elect the Agency secretary.