

## MEMORANDUM

**DATE:** February 17, 2022  
**TO:** General Plan Subcommittee  
**FROM:** Zachary Dahl, Deputy Community Development Director  
**SUBJECT:** Election of Chair and Vice Chair

**RECOMMENDATION:**

Elect a new Chair and, if needed, a new Vice Chair.

**Background**

At its meeting on June 17, 2021, the General Plan Subcommittee (GPS) elected Ellen Mallory as Chair and Clifford Robbins as Vice Chair. The term of these roles is for the duration of the Subcommittee's charter, through the end of the General Plan Update process, which is anticipated to conclude by the end of 2023. Since the last GPS meeting, Ellen Mallory has stepped down as a member of the Planning Commission and is no longer a member of the Subcommittee. As such, election of a new Chair is necessary, and, depending on the outcome of the Chair election, a new Vice Chair may also be needed.

The City of San Mateo Boards and Commissions Rules and Procedures (Chapters 3 & 4) describe the duties of the Chair and Vice Chair, as well as the selection process for these two positions. The document is available online at:

<https://www.cityofsanmateo.org/DocumentCenter/View/46841/Boards-and-Commission-Rules-and-Procedures?bidId=>

**Environmental Determination**

The election of officers is not a project subject to CEQA because it is an organizational or administrative activity that will not result in direct or indirect changes in the environment. (CEQA Guidelines Section 15378(b)(5)).

**Notice Provided**

All meeting noticing requirements were met.

**Staff Contact**

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