



CITY OF BANNING STAFF REPORT

TO: HISTORIC PRESERVATION COMMISSION
FROM: David Newell, Community Development Director
PREPARED BY: David Newell, Community Development Director
MEETING DATE: September 18, 2025
SUBJECT: Historic Preservation Commission Selection of Presiding Officers

PROJECT APPLICANT:

BACKGROUND:

In accordance with Section 8.1 of the City of Banning's Manual of Procedural Guidelines, all bodies of the City shall have Presiding Officer with the following duties:

The Presiding Officer shall have the authority to rule any speaker out of order, including speakers during the public comment period if the subject raised is not within the subject matter jurisdiction of the Legislative Body, or during a public hearing if the speaker is not presenting testimony or evidence relevant to the matter which is the subject of the public hearing. The Presiding Officer shall have the responsibility for the conduct of meetings in an orderly manner and to prevent the obstruction of business, and in carrying out this responsibility shall have the authority to give the floor to any member of the Legislative Body or the public by recognizing them, to prevent the misuse of legitimate forms of motions or privileges, to take matters up out of order, to caution speakers as to disruptive behavior, and to order any persons willfully interrupting the meeting to be removed from the room, including as provided in Article 9.

The Vice Chair shall generally take the place of the Presiding Officer in the absence of the Presiding Officer.

DESCRIPTION:

Pursuant to Section 2.46.030(A) of the Banning Municipal Code, the Historic Preservation Commission is to elect a chairperson for the year and any other officers as deemed advisable. Staff would recommend electing a chairperson and vice-chairperson to provide the following:

1. The chairperson shall preside at all regular and special meetings and rule on all points of order and procedure during the meeting as described above.
2. The vice-chairperson shall assume all duties of the chairperson in his or her absence.

The format for nominating and selecting these officer positions is provided in the attached.

FINDINGS:

There are no required findings for nomination and selection of a Chairperson or Vice-Chairperson.

ENVIRONMENTAL DETERMINATION:

The assignment of Historic Preservation Commissioners to serve as Chairperson or Vice-Chairperson is not deemed to be a Project under the California Environment Quality Act (CEQA). Pursuant to Section 15378(b)(5) of the CEQA Guidelines, a "Project" does not include "Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment." The election of officers is considered an organizational activity and will not result in direct or indirect physical changes in the environment.

PUBLIC COMMUNICATION:

None at the time of the writing of this report.

ATTACHMENTS:

1. [Format for Election of Chairperson and Vice Chairperson](#)