

MEMORANDUM

TO: Chair Pearse and Members of the Wheaton Liquor Commission

FROM: James P. Kozik, AICP Director of Planning and Economic Development

DATE: January 8, 2026

SUBJECT: Election of Chairperson – 2026

Required Commission Action

Section 2-258 of the City Code requires that each board, commission or committee shall elect a chairperson and such other officers as it may deem appropriate on an annual basis. Such election shall take place at the first regularly scheduled meeting of each board, commission or committee following January 1 of each calendar year. The chairperson shall serve for a term of one year or until their successor is elected. The chairperson shall serve in the same capacity for no more than five consecutive one-year terms, unless otherwise approved by the city council.