
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: July 10, 2023

SUBJECT:

Consider approval of a minute order electing a councilmember to serve as Mayor Pro Tem for a term of one year. (*Staff Presenter: Amanda Campos, City Secretary*)

SUMMARY:

Mayor Pro Tem is defined in the City Charter Section 22 and a process to elect the Mayor Pro Tem is outlined in City Council Policy #17. The term of the Mayor Pro Tem is one year and must be elected each year by the city council by August 31st of each year.

The election of the Mayor Pro Tem is customarily done at the first regular council meeting in July and voted on by the city council.

Policy #17 outline of process:

- Must be a councilmember who has served at least 2 years on city council
- Nominations and Councilmembers interested in serving shall notify the City Secretary at least 5 business days prior to the council meeting the election will be held
- Must be in a regular meeting and all action by the council shall be in open session and done by a clear action

OPTIONS:

Elect a councilmember to serve as Mayor Pro Tem

STAFF CONTACT:

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