
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: September 6, 2022

SUBJECT:

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

SUMMARY:

The City Charter addresses the timeframe for election of a Mayor Pro Tem. The Mayor Pro Tem must be a member of the city council and elected each year at a regular council meeting. This item is before council so that council may elect a Mayor Pro Tem. However, the City Charter does not specify process; council has adopted the process through Council Policy #17.

The policy is as follows:

- Must be a councilmember who has served at least 2 years
- 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 .

RECOMMENDATION:

N/A

STAFF CONTACT:

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