
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: August 18, 2025

SUBJECT:

Consider approval of a minute order electing a councilmember to serve as Mayor Pro Tem for a term of one year. (*Staff Contact: 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.

City Council Policy #17 outlines the process for the election of Mayor Pro Tem as follows:

- Must be a councilmember who has served at least 2 years on the city council
- Nominations and councilmembers interested in serving shall notify the City Secretary in writing at least 5 business days prior to the council meeting the election will be held

Must be at a regular council meeting and all action by the city council shall be in open session and done by a clear action

REFERENCE:

City Charter Section 22

City Council Policy #17

FISCAL IMPACT:

N/A

STAFF CONTACT:

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