

# AGENDA ITEM SUMMARY

City Council



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## STAFF

Anissa Hollingshead, City Clerk  
Carrie Daggett, City Attorney

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## SUBJECT

**Council Consideration of Motion to Elect a Mayor Pro Tem.**

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## EXECUTIVE SUMMARY

The purpose of this item is to consider a motion to elect a Mayor Pro Tem.

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## STAFF RECOMMENDATION

Staff recommends Council proceeds with this item.

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## BACKGROUND / DISCUSSION

Under Article II, Section 1(d), the Charter states that the terms of the Mayor and other members of Council begin when they take the oath of office, which should occur as the first order of business at a special Council meeting on the second Tuesday of January after the election.

Under Article II, Section 4, the Council elects a Mayor Pro Tem for a two year term to act as Mayor during the absence or disability of the Mayor.

The proposed process for electing the Mayor Pro Tem is as follows:

1. Mayor describes the responsibilities of the Mayor Pro Tem:
  - a. Under the Charter, serves in absence of the Mayor.
  - b. Under the Code, Mayor and Mayor Pro Tem confer with City Manager on preparation of the agenda for each Council meeting.
  - c. Mayor and Mayor Pro Tem provide direction to the City Manager and the City Attorney regarding the initiation and development of ordinances and resolutions.
  - d. Becomes the Acting Mayor if the office of Mayor becomes vacant prior to the next regular election.
2. Mayor recommends process for electing Mayor Pro Tem:
  - a. Citizen input.
  - b. Individual Councilmembers announce interest in the position.
  - c. Mayor requests a motion to elect a candidate.

- d. If motion is seconded, discussion and vote.
  - e. Process continues until a candidate gets four votes.
3. If there is an objection to the proposed process, other Councilmembers can suggest an alternative. If objection is seconded, a motion and vote on the alternative occurs. If alternative passes, that becomes the process that will be used to select the Mayor Pro Tem. If no alternative is approved by majority vote, the Mayor's proposed process is used.