

MAYORAL SELECTION PROCESS

Town Council Meeting, November 12, 2024

Town of Howey-in-the-Hills

1. Preparation for Appointment Process

- Swearing-In: The Town Manager will chair the meeting in the absence of a Mayor and the Town Clerk will first conduct the swearing-in of newly-elected Councilors. This ensures that all Councilors are officially in office and eligible to participate in the Mayoral selection process.

2. Charter Review

- The Town Clerk will review the Charter elements that discuss the Mayor's role and the selection of the Mayor.

3. Nomination Process

- Open Nominations: The Town Manager, as chair, will open the floor for nominations. Council members may nominate a fellow Council member; self-nominations are not permitted.

- Acceptance of Nomination: Each nominee must confirm their willingness to serve by verbally accepting the nomination.

4. Public Comment Period

- Members of the public will have the opportunity to speak on the slate of candidates. Each resident may speak for up to three minutes, providing input before the Council discussion.

5. Council Discussion

- Council members will discuss the slate of candidates.

6. Voting Process

- Majority Vote Requirement: A simple majority vote (three-fifths) is required to select the new Mayor. However, if a nominee does not meet the one-year service requirement, a four-fifths vote is necessary to confirm that nomination.

- Runoff Voting: If the necessary majority is not reached on the first ballot, an additional round of voting will be conducted after council discussion [limited to 3 minutes per councilor].

- Re-opening of Nominations: If no candidate has received the necessary votes after two rounds, the slate of candidates will be re-opened, returning to Step #3 as above and allowing for new nominations. This process will continue until a Mayor has been selected.

7. Appointment Confirmation and Swearing-In

- Confirmation: Once a nominee receives the necessary votes, the Town Clerk will confirm the appointment.

- Swearing-In Ceremony: The new Mayor will be sworn in immediately by the Town Clerk. At this point, the Mayor will assume the chair of the meeting from the Town Manager.