



Date: November 12, 2024

To: Mayor and Town Council

From: Sean O’Keefe, Town Manager

Re: Consideration and Approval: **Selection of the Offices for Mayor and Mayor Pro Tempore**

Objective:

To conduct a fair and transparent process for selecting the new Mayor in alignment with the Town Charter’s guidelines. The meeting will facilitate a smooth transition of leadership, starting with the swearing-in of new Council members and progressing through the mayoral appointment process.

Summary:

The Town Council meeting on November 12, 2024, will initiate the Mayoral Selection. Key stages include:

1. **Swearing-In of New Council Members:** Conducted by the Town Clerk, this ensures all Council members are seated and eligible to participate.
2. **Charter Review:** The Town Clerk will review the Charter on the Mayor's role and selection process.
3. **Nomination Process:** The Town Manager will open the floor for nominations. Council members can nominate a fellow member; self-nominations are not allowed.
4. **Public Comment Period:** Members of the public may comment on the candidates.
5. **Council Discussion and Voting:** Council members may discuss nominees, and a majority vote is required to select the new Mayor. Runoff voting will be conducted if the majority threshold is not met.
6. **Final Appointment and Swearing-In:** Upon achieving a majority, the Town Clerk will swear in the new Mayor, who will then assume the chair of the meeting.

This structured approach ensures an orderly transition while providing Council members and the public opportunities for engagement.

Recommended Motions:

The Town Council has the following options:

1. **Motion to Approve the Mayoral Selection Process as Outlined:** A straightforward approval of the proposed process, confirming each step's sequence.
2. **Motion to Amend the Mayoral Selection Process:** If desired, Council may propose modifications to any part of the process before commencing.

Fiscal Impact:

There is no fiscal impact.

Staff Recommendation:

Staff recommends that the Town Council proceed with the Motion to approve the Mayoral Selection Process as outlined to ensure a smooth and efficient appointment of the new Mayor in compliance with Town Charter requirements and with ample opportunity for public input and Council discussion.