



---

## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** November 12, 2024

**TOPIC** Election of Village Council President and President Pro Tem

### BACKGROUND BRIEF:

Pursuant to Section 3.5 of the Lake Orion Village Charter, the Council shall at its first regular meeting following each regular village election, elect one (1) of its members to serve as President and one (1) to serve as President Pro Tem. The duties of the President and President Pro Tem are outlined in [Sections 3.5 and 3.6 of the Charter](#).

While no specific procedure for electing the President and President Pro Tem is prescribed in the Charter, to assist the Village Council in this process, Administration suggests the following process unless another process is preferable to Council:

The following serves as a guide for the election of the Village Council President and President Pro Tem. *The same process is used for each office and should be done separately.*

### Suggested Language for Nominations

**Chair:** "Nominations are now in order for the office of President/President Pro Tem"

Nominations **DO NOT NEED TO BE SECONDED**, but may be if so desired.

**Member:** I nominate \_\_\_\_\_ for the office of President/President Pro Tem.

**Chair:** \_\_\_\_\_ - has been nominated. Are there any further nominations for the office of President/President Pro Tem?

The Chair repeats each nomination until all nominations for the office have been made.

If there are no further nominations:

**Chair:** If not, nominations are closed.

---

**Suggested Voting for President/President Pro Tem - two options**

1. When only **ONE** nominee is put up, Council may adopt the following resolution to close the nominations and casting a unanimous vote, as follows:

***By Council Member \_\_\_\_\_***

***RESOLVED: That nominations for the office of President/President Pro Tem are closed and a unanimous ballot be cast electing Council Member \_\_\_\_\_ to the office of President/President Pro Tem of Council.***

***Seconded by Council Member \_\_\_\_\_ and adopted. - Ayes: \_\_\_\_\_***

***OR***

2. When there are **TWO or MORE** nominations, a Roll Call Vote is used where, when a Council Member is called upon, the Council Member shall declare his/her vote for the member of his/her choice. The member with the lowest number of votes is eliminated, and the process is repeated. This will continue until such time one person receives the majority vote.

If you have any questions, please do not hesitate to contact the Village Manager prior to the November 12 meeting.

**SUMMARY OF PREVIOUS COUNCIL ACTION:**

None

**FINANCIAL IMPACT:**

None

**RECOMMENDED MOTION:**

See above.