

SECTION 2. CITY COUNCIL ORGANIZATION

- 2.1 Swearing-In.** Councilmembers shall be sworn in by the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.** The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year or upon vacancy or resignation of the Councilmember filling the Mayor or Deputy Mayor position. The City Clerk shall conduct the elections for Mayor as follows:
- A. Any Councilmember may nominate a candidate for Mayor; no second is needed.
 - B. Nominees may accept or decline the nomination.
 - C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination for Mayor. Approval is by majority vote of Councilmembers present.
 - D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
 - E. To be elected, the nominee needs a majority vote of the City Council.
 - F. Elections will continue until a Mayor is elected by a majority vote of the City Council.
 - G. The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The City Clerk shall swear the individual into office.

This process is repeated for the election of the Deputy Mayor.

- 2.3 Duties of Officers.**
- A. **Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the City Council in the same manner as any other member and may vote in all proceedings unless a conflict of interest exists. The Mayor does not possess any power of veto. The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations. With direction from the majority of the Council, the Mayor is assigned the responsibility to impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules. If the Mayor is the Councilmember who is the subject of sanctions, then sanctions shall be imposed by the Deputy Mayor.

In consultation with the Deputy Mayor, the Mayor shall appoint Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing City Council committees, ad hoc committees, local committees, and certain regional committees.

- B. Deputy Mayor.** The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember to serve as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.
- C. Presiding Officer.** The Presiding Officer shall:
1. Preserve order and decorum during City Council meetings;
 2. Observe and enforce these Rules;
 3. Call the meeting to order;
 4. Keep the meeting to its order of business; and,
 5. Recognize Councilmembers in the order in which they request the floor.
- The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
- D. City Council Leadership.** Together, the Mayor and Deputy Mayor comprise the “City Council Leadership” team and provide support to the City Manager in the leadership of the City. In addition to the duties described previously, the “City Council Leadership” may also provide the following:
1. Meet with the City Manager and staff to prepare for the City Council meetings. A third City Councilmember is invited to participate in these meetings and the schedule rotates throughout the year.
 2. Meet with the City Manager at other times of the year to discuss issues and strategies and to serve as a sounding board.
 3. Serve as the City Council representatives during the State Legislative Session, providing testimony in alignment with the City’s adopted Legislative Priorities. Other City Councilmembers are also invited to participate in legislative matters on behalf of the City in coordination with City Council Leadership and the City Manager.

- 2.4 Filling a City Council Vacancy.** If a vacancy occurs in the office of Councilmember, the City Council will follow the procedures outlined in [RCW 42.12.070](#) and Appendix C to these Rules (The Process to Fill a Mercer Island City Council Vacancy). In order to fill the vacancy until an election is held, the City Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.