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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



For Meeting of: January 7, 2025

**TO:** Mayor and Members of the City Council  
**FROM:** Karen Dunham, City Clerk  
**THROUGH:** Kyle Knopp, City Manager  
**DATE:** January 7, 2025  
**SUBJECT:** Election of Mayor and Mayor Pro Tem

**RECOMMENDATION**

1. Follow City Council Procedure to Elect a Mayor and Mayor Pro Tem.

**BACKGROUND AND DISCUSSION**

Resolution No.1127-2011 provides a procedure for appointments by the City Council for vacant positions on the City Council and Commissions. It establishes the procedures for selecting the Mayor and Mayor Pro Tem. Section 36801 of the California Government Code also establishes the procedures for choosing the Mayor and Mayor Pro Tem as follows:

*Section 36801: The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Sections 10262 and 10263 of the Elections Code and following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor, and one of its members as Mayor Pro Tempore.*

All Councilmembers shall be considered nominated for Mayor and Mayor Pro Tem unless a Councilmember chooses to decline nomination. Each term will be for two (2) years ending with the 2026 General Election.

Ballots will be provided to Councilmembers at the meeting. The process will begin with the selection of the Mayor. The City Clerk will read the results of the vote and follow the process for filling the position pursuant to Resolution 1127-2011. Councilmembers will then be asked to vote for their choice for the position of Mayor Pro Tem, following the same process.

**Attachment:**  
Resolution No. 1127-2011



**RESOLUTION NO. 1127-2011**  
**A RESOLUTION OF THE CITY COUNCIL OF THE**  
**CITY OF RIO DELL PROVIDING A PROCEDURE FOR**  
**APPOINTMENTS BY THE CITY COUNCIL**  
**FOR VACANT POSITIONS ON THE CITY**  
**COUNCIL AND COMMISSIONS**

**WHEREAS**, the City Council is authorized under RDMC Section 2.55 to establish and by a majority vote appoint individuals to commissions, boards and committees; and

**WHEREAS**, City Council desires to use the same system to select the Mayor and Mayor Pro Tempore as is used to appoint individuals to commissions, boards and committees; and

**WHEREAS**, when vacancies occur on the City Council and Commissions, the City Council will vote to appoint replacements for the duration of the term (or for a full term when an election is planned and less candidates file than the number of seats that will become vacant); and

**WHEREAS**, the City Council desires that a set of procedures be in place to formally guide the voting process;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Rio Dell that:

1. Upon notice of a vacancy, an application time period shall be designated whereby interested applicants may complete an application to fill the vacant seat.
2. Names of all qualified applicants shall be placed in nomination for the vacant Seat.
3. All Councilmembers shall be considered nominated for Mayor and Mayor Pro Tempore (with the exception of the newly appointed Mayor). Any Councilmember may decline nomination for Mayor or Mayor Pro-Tempore.
4. Applicants shall be given an opportunity to make a short presentation to the Council at a public meeting.
5. At a City Council meeting where the vacancy is agenized, each Councilmember will write the name of the applicant of their choice, and sign their ballot.

6. The ballots will be passed to the City Clerk to be counted and announced by name and for whom they voted.
7. If an applicant receives 3 or more votes, that candidate is chosen for the vacancy. Otherwise, there will be a runoff ballot between the top 2 applicants. Applicants receiving 2 votes will be placed in the runoff, and a separate vote shall be held for those receiving 1 vote if only 1 applicant has 2 votes (i.e. 2,1,1,1).
7. In the case of ties, a revote will be held.
8. After 3 ties, the Council will declare that the item be continued and placed on the next regular agenda.
9. At the next regular or special council meeting where the continued item is agenzized, the Council shall re-vote up to 2 more times in the same manner as described above. In the event there is still a tie vote, the Council will declare a deadlock and reopen the application process.

**BE IT FURTHER RESOLVED**, that the procedure for establishing a system for City Council appointments to commissions, boards and committees and procedures for the selection of Mayor and Mayor Pro Tempore as described in Resolution Nos. 416, 625, 700, and 822-1-2002 are hereby repealed and replaced with the procedure described above.

**PASSED AND ADOPTED** by the City Council of the City of Rio Dell on this 6<sup>th</sup> day of September, 2011 by the following vote:

AYES: Woodall, Leonard, Marks, Thompson, Wilson  
NOES: None  
ABSENT: None  
ABSTAIN: None

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Julie Woodall, Mayor

Attest:

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Karen Dunham, City Clerk