

## RULE 4 MAYOR PRO TEM

### 4.1 APPOINTMENT.

Pursuant to RCW 35A.12.065, biennially at the first meeting of a new council, or periodically, the members, thereof, by majority vote, shall designate one of their number as mayor pro tempore for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. The mayor pro tem shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in this Rule.

### 4.2 AUTHORITY

The mayor pro tem shall have authority to preside over meetings of council, sign warrants and written contacts, and perform other administrative duties of the mayor, but only for such period of time as the mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the city. The mayor pro tem shall have the authority to act as the mayor in the mayor's absence only when the mayor is away and cannot perform duties that cannot await his or her return or that cannot be performed by telephone or other type of communications link. The authority of the mayor pro tem to act under authority of this Rule shall end upon the mayor's return or the removal of any temporary disability. The mayor pro tem shall not delegate authority the authority herein granted to another city official.

The mayor pro tem shall not in any case have the authority to appoint or remove city officers and employees, to adopt or repeal administrative procedures, or to reorganize the administration of the city.

### 4.3 ABSENCE OR TEMPORARY DISABILITY OF THE MAYOR DEFINED.

For purposes of this Rule, the "absence or temporary disability of the mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of his office. In application of the foregoing definition, the following shall apply:

4.3.1 The mayor shall not be deemed temporarily disabled if due to illness he or she is unable to perform some of the duties, such as attending a council meeting, if he or she is able to perform other duties of the office on an ongoing basis.

4.3.2 During such times as city offices are closed, the mayor pro tem shall have authority to act in the mayor's absence only with respect such emergencies as may requires the mayor's presence.

4.4 MAYOR'S SALARY FOR THE MAYOR PRO TEM DURING EXTENDED ABSENCE OR DISABILITY OF MAYOR.

The mayor pro tem shall not receive the mayor's salary during the extended absence or disability of the mayor, provided, the council may by ordinance provide for such compensation for the mayor pro tem.