



# CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 Whittier, Alaska 99693 | (907) 472-2327 | Fax (907) 472-2404

## MEMORANDUM

**To:** Mayor Blair and Council Members

**Through:** Jackie C. Wilde, City Manager

**From:** Shelby Carlson, City Clerk

**Date:** October 21, 2025

**Subject:** Election of Mayor and Vice Mayor

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As per AS 29.20.230(b), the Mayor of a second class city is elected by and from the Council. Procedures for nominations and elections are described in *Robert's Rules of Order, Newly Revised*, 12<sup>th</sup> edition, Chapter XIV.

The following steps outline the process the Council has customarily followed for electing the Mayor and Vice Mayor. Please note that this procedure applies to this election only and must be re-established by motion for future Councils unless the Council adopts it as a permanent procedure via Ordinance.

### 1. Adoption of the Election Procedure

- **Action:** The Council must first adopt, by motion, the procedure for nominations and voting for the election of the Mayor and Vice Mayor.
  - **Suggested Motion:** "I move that the Council adopt the procedure as outlined for the election of Mayor and Vice Mayor."
- Once seconded and voted on, the Clerk can proceed with the next step.

### 2. Nominations

- **Action:** The Clerk calls for nominations from the floor.
  - **Clerk:** "Nominations are now open for the office of Mayor. Each Council member may nominate one candidate."
  - **Council Member:** "I nominate [Name] for Mayor."
  - **Clerk:** "Does [Name] accept the nomination?"
- If there are no further nominations, the Clerk will close the nominations.
  - **Clerk:** "Are there any further nominations for Mayor? (Pause) Hearing none, I declare the nominations closed."

### 3. Voting

- **Action:** Council members cast their votes via secret ballot.
  - **Clerk:** “I will now distribute the ballots. Please write the name of the person you wish to elect as Mayor. You may vote for a nominee or write in another Council member’s name.”
- After collecting and counting the ballots, the Clerk announces the result.
  - **Clerk:** “[Name] has received a majority of the votes and is elected as Mayor. Congratulations.”
- If no majority is reached:
  - **Clerk:** “No candidate has received a majority. We will proceed with another round of voting.”

### 4. Election of Vice Mayor

- **Action:** The same process is repeated for the election of the Vice Mayor.
  - **Clerk:** “Nominations are now open for the office of Vice Mayor. Each Council member may nominate one candidate.”
  - **Council Member:** “I nominate [Name] for Vice Mayor.”
  - **Clerk:** “Does [Name] accept the nomination?”
  - **Clerk:** “Are there any further nominations? (Pause) Hearing none, nominations are closed.”
- The Council then proceeds to vote by ballot, and the Clerk announces the results.

### 5. Uncontested Elections

- **Action:** If there is only one nominee for Mayor or Vice Mayor, the Council may elect the nominee by unanimous consent.
  - **Clerk:** “There is only one nominee. Does the Council wish to elect [Name] by unanimous consent?”
  - **Suggested Response from Council:** “I move that we elect [Name] by unanimous consent.”
- The Clerk declares the nominee elected without a ballot vote.