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**SUBJECT: SELECTION OF MAYOR AND VICE MAYOR**

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**PURPOSE**

To establish a procedure for the selection of the Mayor and Vice-Mayor

**POLICY**

1. Process
  - a. Pursuant to Section 14 of the City Charter, the City Council shall select one of its members to serve as Mayor and one member to serve as Vice Mayor each for a two-year term. The selection shall occur at the first Council meeting in December of odd years beginning in 2019. The selections shall be listed jointly on the Council agenda.
  - b. After the Mayor opens the agenda item, the Mayor shall open the floor to public comment as to both positions.
  - c. At the close of public comment, the floor shall be open for nomination(s) for Mayor.
  - d. At the close of nominations, a vote will be taken and a member of the City Council selected as Mayor. If no member receives a majority vote of the members present, a second vote will be taken or, at the discretion of the City Council, the nomination process repeated.
  - e. After the selection of the Mayor, the procedure will be repeated for the selection of the Vice Mayor, beginning with Step c above.
  - f. The City Council may, by majority vote, utilize another procedure for the selection of Mayor and Vice Mayor provided the public participation in the process is taken into consideration.
  
2. Rotation
  - a. The City Council believes experience as a member of the Council will assist those who are selected to serve as Mayor and Vice Mayor and that it is in the City's best interest that selections to these two (2) positions be made in a manner that permits the Mayor and Vice Mayor to gain the experience through at a minimum of 1 year of service on the City Council.

- b. It is appropriate to base the rotation on seniority of City Council service.
- c. Each Councilmember has a specified position in the rotation sequence, in any selection period (every 2 years) the first person in the sequence is typically selected as Mayor, and second in sequence as the Vice Mayor.
- d. After serving as Mayor, the Councilmember moves to the end of rotation.
- e. When a Councilmember is newly elected the new Councilmember goes into position in the rotation after all incumbents who have not served as Mayor, and before all incumbents who have served as Mayor.
- f. Incumbent Councilmembers, when re-elected, retain their placement in rotation, except that if they have served as Mayor during uninterrupted service as a Councilmember they will fall in position behind newly elected Councilmembers.
- g. If there is a break in service as a Councilmember then the Councilmember is treated in the rotation in the same manner as a newly elected member.
- h. If two (2) or more Councilmembers are newly elected on an at-large basis at the same time, the number of votes received in the election determines the position in the sequence, with the new Councilmember receiving the highest number of votes cast being the first in the rotation among the new Councilmembers.
- i. If two (2) or more Councilmembers are newly elected through district-based elections at the same time, the percentage of votes received in the election for their district determines the position in the sequence, with the new Councilmember receiving the highest percentage of votes cast in their district being the first in the rotation among the new Councilmembers.
- j. When a mid-term vacancy occurs on the City Council, the newly-elected or appointed Councilmember shall be placed at the end of the rotation list.
- k. If a Councilmember declines to serve as either Mayor or Vice Mayor when it is the Councilmember's turn to so serve, the declining Councilmember shall be placed at the end of the rotation list.
- l. In the event the Mayor or Vice Mayor does not complete his/her term in such office, the Councilmember next in line on the rotation list to assume that office will serve the balance of the vacant term and the following term unless such Councilmember desires to return to the end of rotation list at the next meeting where the Mayor and Vice Mayor selection occurs.

**Attachment B - Illustration of Seniority Under Proposed Policy**

<b>Currently-Seated Councilmembers in Order of Seniority</b>	<b>First Elected</b>	<b>Years Elected</b>	<b>Last Elected</b>	<b>Year Term Expires</b>	<b>Served as Mayor?</b>
Ian Bain (current Mayor, Mayoral term ending November 2019)	1998	1998, 2003, 2007, 2011, 2015	2015 6,664 votes	2020	Yes (2017-2019)
Diane Howard (current Vice Mayor, would be Mayor effective December 2019 based on proposed policy because she has not served as Mayor since returning to the City Council since her break in service)	1994 (break in service 2009 - 2013)	1994, 1997, 2001, 2005, 2013, 2018	2018 11,904 votes	2022	Yes (1997-1999), but not since break in service
Shelly Masur	2015	2015	2015 5,967 votes	2020	No
Janet Borgens	2015	2015	2015 5,601 votes	2020	No
Giselle Hale	2018	2018	2018 12,723 votes	2022	No
Diana Reddy	2018	2018	2018 11,319 votes	2022	No
Alicia C. Aguirre	2005	2005, 2007, 2011, 2015	2015 5,896 votes	2020	Yes (2011-2013)