

CITY COUNCIL MANUAL OF PROCEDURES AND PROTOCOLS
Section XII

- G.** The Council, overall, strives for consensus.
- H.** There are individual interests and areas of expertise of Council members – allowing the Council to rely on one another for information and positive action.
- I.** Council looks to boards, commissions, and committees for independent advice and possible legislative actions.

XII. MAYOR AND VICE MAYOR: ELECTION/RESPONSIBILITY

- A.** The Mayor is elected for a two-year term immediately following the installation of newly-elected Councilmembers. In accordance with the City Charter, a Councilmember may not serve consecutive terms as Mayor. If a Mayor fails to complete a full term, the Council member elected to fill out the remainder of the unexpired term shall not be barred from serving a consecutive term as Mayor thereafter if the remaining term filled was one year or less.
- B.** The Vice Mayor is elected annually for a one-year term. The Council, at the time it selects a Mayor and during each November in odd numbered years, shall choose one of their number Vice-Mayor, who shall serve as Mayor in the absence, sickness, or other disability of the Mayor. The Vice Mayor is not a natural ascendancy to Mayor and there is no rotation system for selecting the Mayor or the Vice Mayor. Nominations for and election of the Vice Mayor shall follow the procedures set forth in paragraph C below.

C. ELECTION OF MAYOR AND VICE MAYOR

1. Presiding Officer for Election of Mayor

The officer presiding over the election process shall serve as Mayor Pro Tempore and preside over Council meetings until a Mayor is elected. The individual functioning as Presiding Officer for the election of Mayor shall be in the following order:

- a. The incumbent Mayor if still on the Council.
- b. The incumbent Vice Mayor if still on the Council.
- c. The Councilmember with the longest period of continuous service. Should there be two or more Councilmembers of equal length of service, the Councilmember who received the highest number of votes in the most recent election shall function as the Presiding Officer.

2. Nominations

At the same meeting and immediately following the installation of newly-elected Councilmembers, the Presiding Officer shall call for nominations from the floor for Mayor. The nomination must receive a second and be accepted by the nominee prior to a vote on the nomination.

3. Voting

If only one Councilmember has been nominated, the Presiding Officer shall declare that individual to be elected Mayor by unanimous consent. If two or more Councilmembers have been nominated, election of the Mayor will be by process of elimination. Each Councilmember shall vote by ballot for a number of nominees that equals one less than the total number of nominees. Those nominees receiving one vote or less shall be eliminated. Subsequent votes shall be taken by ballot with each Councilmember voting for one less nominee than voted for in the previous round. Only nominees not eliminated may be voted upon. Once a single nominee receives a majority vote, the Presiding Officer shall declare that individual to be elected Mayor. The Presiding Officer shall then pass the gavel to the newly-elected Mayor, who shall assume the role of Presiding Officer. Immediately following election of the Mayor and during each November in odd numbered years, the same procedure shall be followed for election of the Vice Mayor.

- D.** Following the election of the Mayor and Vice Mayor, and at such other times as the Mayor deems it necessary, the Mayor shall establish the dais seating arrangement of the Councilmembers. The Vice Mayor shall always be seated immediately next to the Mayor.
- E.** The Mayor and Vice Mayor are peers of, and serve at the pleasure of, the other Councilmembers.
- F.** The City Charter gives the Mayor additional authority and responsibility.
- G.** Council committee and liaison assignments are reviewed and made annually by the Mayor. The Mayor may, subject to the approval of the Council, appoint such committees of Councilmembers, City staff, and private citizens, or a combination thereof, as he/she deems necessary and expedient to assist and advise the Council in its work
- H.** In January of each year, the Mayor will submit his/her recommendations for Chairs of the boards, commissions, and advisory committees for ratification by the Council. The Chairs will take their seats at their first meeting on or after February 1st.
- I.** Prior to March 1st of each year, the Mayor will develop a “State of the City” report for presentation to civic groups and posting on the City’s web site.
- J.** The Mayor will meet with the Chairs of the boards, commissions, and advisory committees on a monthly basis in an effort to share information and coordinate efforts.
- K.** Proclamations are issued and/or scheduled for presentation at a City Council meeting at the discretion of the Mayor.

Santa Rosa City Charter Sections 6 and 15

Sec. 6. Meetings of the Council. The Council shall meet on the Tuesday next succeeding each general municipal election and the day the returns thereof are certified to the City by the Registrar of Voters, or other authorized election official, and shall approve and certify the results of the election and declare elected those Council candidates receiving the highest number of votes for the available offices. The new Council members shall then be inducted into office, whereupon the Council as thus newly constituted shall choose one of their number Mayor who shall be the executive head of the City.

The regular meetings of the Council shall be held on Tuesdays and shall be held not less than twice each month. The Council shall adopt rules for conducting its meetings.

Sec. 15. Mayor. At the Council meeting at which any Council member is installed following any general or special municipal election, and at any time when there is a vacancy in the office of Mayor, the City Council shall meet and shall elect one of its members as its presiding officer, who shall have the title of Mayor. The Mayor shall serve for a term of two years or until a successor is chosen, unless earlier removed by the Council. The Council, at the time it selects a Mayor and during each November in odd numbered years, shall choose one of its number as Vice-Mayor, who shall serve as Mayor Pro Tem in the absence, sickness or other disability of the Mayor. The Vice-Mayor shall serve for a term of one year or until a successor is chosen, unless earlier removed by the Council. The Mayor and Vice-Mayor shall hold their respective offices subject to the pleasure of the Council. A Council member may not serve consecutive terms as Mayor. If a Mayor fails to complete a full term, the Council member elected to fill out the remainder of the unexpired term shall not be barred from serving a consecutive term as Mayor thereafter if the remaining term filled was one year or less.

The Mayor shall be the executive head of the City. The Mayor shall sign all ordinances and resolutions and, as authorized and directed by the Council, other legal instruments on behalf of the City. The Mayor shall have the power and authority:

- (a) To preside over meetings of the Council and to vote as a member of the Council.
- (b) To establish the agendas for Council meetings with the assistance of the City Manager.
- (c) To appoint committees of the Council and Council committee chairpersons.
- (d) To appoint chairpersons of the City's boards, commissions, and committees with the approval of the majority of the Council.
- (e) To deliver annually a state of the City address in which they articulate policy and vision for the City.
- (f) To act as the ceremonial representative of the City and spokesperson of the City.
- (g) To make appointments to all county, regional and state bodies on which the City is represented with the approval of the majority of the Council.
- (h) To act as chief negotiator on behalf of the City with county, regional, state and federal bodies and agencies.