

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
SUBJECT: ELECTION OF MAYOR AND VICE MAYOR  
STAFF PRESENTER: CAROLINE L. FOWLER, CITY ATTORNEY

AGENDA ACTION: MOTIONS

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ISSUE

What is the procedure for election of a Mayor and Vice Mayor?

BACKGROUND

1. Following the certification of election results, outgoing Council members leave the dais and newly elected Council members take their seats at the dais once they have taken their Constitutional Oath of Office.
2. City Charter section 6 requires that immediately following the induction of new Council members, the newly constituted Council elects one of its members to serve as Mayor for a two-year term. Following the election of the Mayor, the Council elects one of its members to serve as Vice Mayor for a one-year term.
3. The current Mayor and Vice Mayor did not seek re-election and thus will not be eligible to conduct the election for a new Mayor.
4. Staff has received inquiries as to whether the Council may use an alternate method to vote for a new Mayor and Vice Mayor, such as the voting method used by Council to appoint board and commission members under Council Policy 000-06.

ANALYSIS

1. As the current Mayor and Vice Mayor will not be members of the newly constituted City Council, it is staff's recommendation that the City Clerk, as the City's Elections Official, conduct the election for Mayor. Following the election for Mayor, the new Mayor will conduct the election for Vice Mayor.
2. Section XII of the Manual of Procedures establishes the following procedure for the election of Mayor and Vice Mayor:
  - a. The Mayor (Presiding Officer) calls for nomination from the floor.

- b. The nomination must receive a second and be accepted by the nominee prior to a vote on the nomination.
  - c. Nominations are voted upon in the order made.
  - d. Once a nomination receives a majority vote of the Council present, no further action is taken on subsequent nominations.
3. Should the Council wish to select an alternate voting method, it must first vote to suspend its rules. A motion to suspend the rules requires a 2/3 vote of the members present to pass. If a motion to suspend the rules passes, the Council would then vote on an alternate voting method.
4. If the Council chooses to use the same procedure used for voting on appointments to boards and commissions, the process would be as follows:
  - a. Following receipt of nominations from the floor, each Council member votes for a number of nominees equal to the number of vacant positions, plus two. If there are less than three nominees for one vacant position, the Council may vote for a fewer number.
  - b. Nominees receiving one vote or less are eliminated.
  - c. Subsequent votes are taken with each Council member voting for one less nominee than voted for in the previous round.
  - d. Once a nominee receives a majority vote of the Council members present, no further action is taken.

### RECOMMENDATION

It is recommended by the City Attorney, as the Council's Parliamentarian, that the Council elect a Mayor and Vice Mayor in accordance with City Charter section 6 and the Council's Manual of Procedures and Protocols. The Council may, at its discretion, vote to suspend the rules and choose an alternate voting method for Mayor and Vice Mayor.

Author: Terri A. Griffin, City Clerk

### Attachments:

- Council Manual of Procedures and Protocols Section XII
- Council Policy 000-06, Section (H) – Appointment Procedure for Board and Commission Members Appointed by the Full Council