

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: TERESA STRICKER, INTERIM CITY ATTORNEY  
CITY ATTORNEY'S OFFICE  
SUBJECT: ELECTION OF DESIGNATED PRESIDING OFFICER TO  
PRESIDE OVER COUNCIL MEETINGS IN ABSENCE OF BOTH  
MAYOR AND VICE MAYOR; SUSPENSION OF COUNCIL  
PROCEDURE III(A)

AGENDA ACTION: MOTION

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RECOMMENDATION AND EXECUTIVE SUMMARY

Section III (A) of the City Council Manual of Procedures and Protocols provides procedures for the selection of a presiding officer to preside over meetings of the City Council in the event of the absence of both the Mayor and Vice Mayor. Section XII(C) of the Manual of Procedures and Protocols provides procedures for the election of Mayor and Vice Mayor.

It is recommended by staff that the Council: 1) pass a motion by two-thirds vote, suspending the procedures in Section III(A) of the Manual of Procedures and Protocols for the selection of a presiding officer in the event of the absence of both the Mayor and Vice Mayor; and 2) elect a "Designated Presiding Officer" for a term of one year to preside over Council meetings in the event of the absence of both the Mayor and Vice Mayor, using the procedures set forth in Section XII(C) of the Manual of Procedures and Protocols for the election of Mayor and Vice Mayor.

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BACKGROUND

Section III (A) of the Council's Manual of Procedures and Protocols provides that the Mayor shall be the Presiding Officer at all meetings of the City Council, and that in the absence of the Mayor, the Vice Mayor shall preside.

Section III(A) further requires that, in the absence of both the Mayor and Vice Mayor, the Councilmembers present shall select a temporary presiding officer to serve until the arrival of the Mayor or until adjournment.

PRIOR CITY COUNCIL REVIEW

On September 22, 2015, Council adopted Resolution No. 28691, amending Sections II(B), and E (Agenda), Section XII(C) (Election of Mayor and Vice Mayor), and Section XIV(B) (Communications) of the City Council Manual of Procedures and Protocols.

ANALYSIS

Staff recommends that the Council use the same procedures Council uses for electing a Mayor and Vice Mayor to elect a Designated Presiding Officer for a term of one year. Electing a Designated Presiding Officer for a term will provide greater efficiency in Council's operations in the event that both the Mayor and Vice Mayor are absent.

Robert's Rules of Order require a two-thirds majority vote to modify Council rules and procedures.

Staff plans to bring forward a procedure change in 2017 to incorporate this practice into the Council's Manual of Procedures and Protocols.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Council Manual of Procedures and Protocols, Sections III and XII

CONTACT

Daisy Gomez, City Clerk, 543-3016, [dgomez@srcity.org](mailto:dgomez@srcity.org).