

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: CAROLINE L. FOWLER, CITY ATTORNEY  
CITY ATTORNEY'S OFFICE

SUBJECT: AMENDMENT OF CITY COUNCIL MANUAL OF PROCEDURES  
AND PROTOCOLS RE APPOINTMENT OF MAYOR PRO TEM TO  
SERVE IN ABSENCE OF MAYOR AND VICE MAYOR

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the City Attorney that the Council, by resolution, amend the Council Manual of Procedures and Protocol to set forth the procedure agreed upon by the City Council to select a Mayor Pro Tem in the absence of the Mayor and Vice Mayor.

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EXECUTIVE SUMMARY

At the City Council meeting of February 26, 2016, the Council discussed the process to be used to appoint a Mayor Pro Tem when both the Mayor and Vice Mayor are absent. The council, by motion, determined that the Mayor Pro Tem shall be selected in the same manner as selection of a Mayor when there is no seated Presiding Officer for purposes of conducting the election of the Mayor.

BACKGROUND

In the event of the absence of both the Mayor and Vice Mayor, the Council will need to select one of its members to serve as Mayor Pro Tem to fulfill the duties of Mayor set forth in Charter Section 15 and Presiding Officer set forth in Section III of the Council's Manual of Procedures and Protocols as needed during the absence of the Mayor and Vice Mayor.

PRIOR CITY COUNCIL REVIEW

The council discussed the procedure at the meeting of February 26, 2016, when the Mayor and Vice Mayor were both scheduled to be out of the country for the meeting of

March 8, 2016, and directed the City Attorney to bring back proposed revisions to the Council Manual of Procedure and Protocol.

### ANALYSIS

The Council Manual of Procedures and Protocols does not currently specify a method for selection of a Mayor Pro Tem in the absence of the Mayor and Vice Mayor. It does, however, specify a method for selection of a Presiding Officer during the election for Mayor in the event there is no seated Presiding Officer (Mayor or Vice Mayor) to conduct the election. Specifically, the Council member with the longest period of continuous service serves as the Presiding Officer. Should there be two or more Council members of equal length of service, the Council member who received the highest number of votes in the most recent election functions as the Presiding Officer.

The council, by motion, agreed the same procedure should be utilized for selection of a Mayor Pro Tem.

Attached hereto as Attachment 1 is the proposed revision to the Council Procedure Manual to memorialize this procedure.

### 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 – Revised Council Manual of Procedures and Protocols

### CONTACT

Kathryn Marko [kmarko@srcity.org](mailto:kmarko@srcity.org) (707) 543-3040