



Appointment Process for Mayor and Mayor Pro Tem

City Council Study Session

September 11, 2025

Provide direction on the following:

- Clarify that declining service as either Mayor or Mayor Pro Tem resets a Councilmember's "last served" date for purposes of rotation priority.
- Consider adding a deferral option in tie situations, allowing Members to voluntarily defer service without penalty.



Issue 1: Declining Service as Mayor/MPT

Resolution 2024-013, Section 3:

*“Rotation Priority. In appointing the **Mayor Pro Tem**, priority shall be given to the Member with the longest continuous service since last serving as **Mayor**, if ever.”*

Under a strict reading, if a councilmember declines serving as Mayor Pro Tem, that does not affect their priority as the rule only looks at the last time a member served as **Mayor**.

CLARIFICATION REQUESTED:

If the rotation priority identifies Councilmember Doe as the next Mayor Pro Tem and they declines to serve. Should it be treated as though the Member declined serving as **Mayor Pro Tem and Mayor**, thereby moving to the end of the rotation?

Recommendation: Yes, because under the strict reading of the current policy, a member declining to serve as MPT, retains their priority every year until they decide to serve.

Issue 1: Declining Service as Mayor/MPT

Proposed Amendment, Section 5:

“If a member declines service as Mayor or Mayor Pro Tem, that Member shall be deemed to have last served as Mayor in the year for which service is waived, and their future placement in the rotation shall be adjusted accordingly.”

Example

If a Member declines appointment as Mayor Pro Tem in December 2025, they will be treated as though they served as Mayor with a term ending December 2026.

Issue 2: Tie Situations

Resolution 2024-013, Section 4:

“When two or more Members are tied, the order of the service in the Mayoral rotation shall be established by a method of chance, with the winner being inserted first into the Mayoral rotation.”

For Consideration:

When there is a tie, the rules require a method of chance to break the tie. There is no option for members to cordially defer to another while maintaining their priority for the following year.

Recommendation: This is optional. The City Council could choose to continue requiring ties be broken only by a method of chance.

Issue 2: Tie Situations

Example, Current Rules:

If three councilmembers are tied, the tie will be broken by drawing straws. The winner will serve as Mayor Pro Tem and the other two members will retain their priority and participate in another tie breaker the following year.

Example, with Voluntary Deferral:

If three councilmembers are tied, and two members would like Councilmember Doe to serve as Mayor Pro Tem first, they may defer and retain their priority for the following year.



Questions?