

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATIONS**

CC: 15R
Amend No. _____

Date prepared: December 11, 2008

Council Meeting Date: January 6, 2009

TO: Carl Swenson, City Manager
THROUGH: Susan K. Thorpe, Deputy City Manager
FROM: Mary Jo Kief, City Clerk *mjkief*
SUBJECT: Nomination and Election of Mayor Pro Tem

RECOMMENDATION: Discussion and possible action to choose a Mayor Pro Tem to serve during the absence of both the Mayor and Vice Mayor. The Mayor Pro Tem will serve until the Mayor or Vice Mayor returns to the City of Peoria.

SUMMARY:

There may be occasions where the Mayor and Vice Mayor may be out of the state concurrently for brief periods of time. In the absence of the Mayor and Vice Mayor, it is essential that a Mayor Pro Tem be chosen in the event of a City emergency. Additionally, a Mayor Pro Tem may execute legal City documents and contracts during the absence of the Mayor and Vice Mayor.

On January 15, 2008, Councilmember Joan Evans was elected Mayor Pro Tem to a one-year term. A new election for Mayor Pro Tem will occur at this 1st meeting in January 2009. Nominations may be made and include a term expiration date.

The following is an overview of the nomination process, and a more complete procedure is attached:

Nominations

- The Presiding Officer opens the floor for nominations.
- Nominations do not require a second.
- After all nominations have been made, the Presiding Officer closes nominations, or, if desired, a motion and second may be made to close nominations.

CITY CLERK USE ONLY:

- Consent Agenda
- Carry Over to Date: _____
- Approved
- Unfinished Business (Date heard previous: _____)
- New Business
- Public Hearing: No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

Voting for the Position of Mayor Pro Tem

- Candidates are voted on in the order in which their nomination was received.
- A candidate receiving the most votes is declared elected.
- Council may, if desired, move, second, and vote to declare a unanimous vote.

Following the election, there is a brief recess while the newly elected Mayor Pro tem moves over to their new position which is located to the immediate right of the Vice Mayor.

ATTACHMENT: Nomination for Mayor Pro Tem Procedures

**PROCEDURES FOR THE ESTABLISHMENT OF TERM,
NOMINATIONS AND ELECTION FOR VICE MAYOR AND MAYOR
PRO TEM**

1. Mayor announces the Agenda Item.
2. **Establishment of Term:** The Mayor then announces that the first item to be addressed under this Motion is to set the term for the position of Vice Mayor.

As the Presiding Officer, the Mayor calls for a motion to establish the term of office for Vice Mayor. The Motion must be seconded. After discussion, the Council votes on the proposed motion.

3. **Nominations:** After the term of office has been established, the Mayor as Presiding Officer calls for nominations for the position of Vice Mayor by announcing: "Nominations are now in order for the position of Vice Mayor."

To Make a Nomination:

1. A member shall be recognized by the Chair.
2. No second is required.

After nominations have been made, the Mayor as Presiding Officer says:

"The following Councilmembers have been nominated for Vice Mayor: (names of those nominated). Are there any further nominations for Vice Mayor?"

If there are no further nominations, the Mayor states:

"Hearing no further nominations for the position of Vice Mayor, is there a motion to close nominations?"

Once a motion to close nominations has been made, the Presiding Officer shall state: "Nominations for the position of Vice Mayor are now closed."

To Vote:

Council will then proceed to vote **only** on those candidates nominated.

The Mayor requests: "Madame Clerk, please instruct the Council on the voting process."

The Clerk will detail the following instructions:

1. Ballots will be distributed to Council.
2. Council will mark an "X" and write in the name of the candidate.
3. Ballots will be placed in an envelope and collected by the Clerk.
4. The Clerk and City Attorney will tally the ballots and report the results to the Mayor and Council.
5. The Presiding Officer will announce the candidate receiving the most votes.
6. If no candidate receives a majority, then a second ballot will be held between the top two candidates.

If a majority vote has been obtained, but is not unanimous, either at the request of the Mayor or another Councilmember, a motion and a second may be made that a unanimous vote be cast for the candidate receiving the most votes.

4. Mayor Pro Tem. After the Vice Mayor Election has been completed the same process will be used for the Election of a Mayor Pro Tem.

SAMPLE BALLOT

Ballot for the Election of Vice Mayor (Vote for only those candidates nominated)	
(Check Box)	
<input type="checkbox"/>	_____
(Write in Name of Candidate that you support for this position)	