



To: City Councilors  
CC: City Manager Ken Coleman  
From: City Clerk Gail Davidson  
Date: November 12, 2015  
Re: Selection of Mayor Pro Tem

Councilors:

Mayor Hagan asked that a discussion on selection of the Mayor Pro Tem be added to an upcoming meeting agenda. In gathering background information, please see the following.

City Charter Section 3.4 states the following:

“The Council shall at its first meeting following each regular City election, and after the newly elected members take office, **elect one its members to serve and Mayor and one to serve as Mayor Pro Tem**; both for a term expiring at the first Council meeting following each regular City election. **Such election shall be by written ballot and by majority of the members of the Council in office at the time.**”

Therefore the selection of the Mayor Pro Tem is pretty specific in the Charter. A change to this process would have to go to a vote of the electors to change the Charter. At the reorganization meeting following the Regular Municipal Election, Council could elect whomever had the second highest votes – if that is their wish – but the election of that person would have to follow the procedures outlined in the City Charter.

Gail