

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATIONS**

cc: 102
Amend No. _____

Date prepared: December 3, 2009

Council Meeting Date: January 5, 2010

TO: Carl Swenson, City Manager
THROUGH: Susan K. Thorpe, Deputy City Manager *SKT*
FROM: Mary Jo Waddell, MMC, City Clerk *mf Waddell*
SUBJECT: Establishment of term, Nomination and Election of Vice Mayor

RECOMMENDATION: Discussion and possible action regarding the establishment of term of office, nomination and election of a Vice Mayor.

SUMMARY:

By a motion and vote of the Council, Vice Mayors have been elected to serve either one – or two-year terms. At the January 6, 2009 meeting, Councilmember Joan Evans was elected Vice Mayor to a one-year term. A new election for Vice Mayor and the establishment of term will occur at this 1st meeting in January 2010.

The election of Vice Mayor is a two-tier process. Council will first establish the term by a motion and vote. Subsequently the Presiding Officer will open the floor for nominations. A motion is required to close nominations. The Presiding Officer will then state which Councilmembers have been nominated and instruct the Clerk to explain the voting process to Council.

The following is an overview of the establishment of term, nominations and voting process, and a more complete procedure is attached:

Establishment of Term

- The Presiding Officer opens the floor for a motion, second and vote for the establishment of term of office.

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: _____

Nominations

- The Presiding Officer opens the floor for nominations.
- Nominations do not require a second.
- A motion is required to close nominations.

Voting for the Position of Vice Mayor

- Only those candidates which were nominated may be voted for.
- Council will vote on a ballot by marking an "X" and write in a candidate's name.
- Ballots will be placed in an envelope and collected by the Clerk.
- The Presiding Officer will instruct the Clerk and the City Attorney to tally the votes.
- The Presiding Officer will announce the candidate with the most votes.
- 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 Vice Mayor moves over to their new position which is located to the immediate right of the Presiding Officer.

Attachment: Procedures for the establishment of term, nominations and election for Vice Mayor

**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)