

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATIONS**

CC: _____

Amend No. _____

Date prepared: December 8, 2010

Council Meeting Date: January 4, 2011

TO: Carl Swenson, City Manager

THROUGH: Susan K. Thorpe, Deputy City Manager

FROM: Wanda Nelson, CMC, City Clerk

SUBJECT: Establishment of Term, Nomination and Election of Mayor Pro Tem

RECOMMENDATION: Discussion and possible action to establish term of office, nomination and election of 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 5, 2010, Councilmember Carlo Leone 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 2011. Nominations may be made and include a term expiration date.

The Procedure for the Establishment of Term, Nominations and Election for Vice Mayor and Mayor Pro Tem procedure is attached.

FISCAL NOTE: Not Applicable

ATTACHMENT:

1. Procedures for the Establishment of Term, Nominations and Election for Vice Mayor and Mayor Pro Tem

CONTACT: Natalie Gilstrap, 623-773-7340

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: _____

PROCEDURES FOR THE ESTABLISHMENT OF NOMINATIONS AND ELECTIONS FOR VICE MAYOR AND MAYOR PRO TEM

Election of the Vice Mayor

1. Mayor will announce the floor is open for nominations for the position of Vice Mayor. No second is required for nominations and a Council Member can nominate themselves.
2. After all nominations are made, the Mayor should close the floor and the matter will proceed to a vote.
 - A. If there is only one nomination, then a motion to select that individual by acclamation should be entertained by the Mayor. If there is a second, the motion is voted on and the person is deemed elected.
 - B. If there is more than one nomination for the position of Vice Mayor, the Mayor should announce that there will be an election. The City Clerk will distribute seven ballots containing a number of blank lines. Each Council Member should write in the name of the candidate that they desire to vote for and fold the ballot. The City Clerk will collect the ballots and the Chief Assistant City Attorney and City Clerk will go into the Executive Session Conference Room and count the ballots and provide the Mayor with a tally sheet indicating the votes for the candidate. The candidate with the most votes is elected Vice Mayor.

Election of Mayor Pro Tem

1. Mayor will announce the floor is open for nominations for the position of Mayor Pro Tem. No second is required for nominations and a Council Member can nominate themselves.
2. After all nominations are made, the Mayor should close the floor and the matter will proceed to a vote.
 - A. If there is only one nomination, then a motion to select that individual by acclamation should be entertained by the Mayor. If there is a second, the motion is voted on and the person is deemed elected.
 - B. If there is more than one nomination for the position of Mayor Pro Tem, the Mayor should announce that there will be an election. The City Clerk will distribute seven ballots containing a number of blank lines. Each Council Member should write in the name of the candidate that they desire to vote for and fold the ballot. The City Clerk will collect the ballots and the Chief Assistant City Attorney and City Clerk will go into the Executive Session Conference Room and count the ballots and provide the Mayor with a tally sheet indicating the votes for the candidate. The candidate with the most votes is elected Mayor Pro Tem.