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.

    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 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 says:

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

    If there are no further nominations, the Mayor states:

    "Nominations for the position of Vice Mayor are now closed."

    To Vote:

    If only one Councilmember is nominated, the Council may vote by acclamation to accept the nomination of the single candidate.

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The following instructions detail the voting process if more than one Councilmember is nominated:

1. Ballots will be distributed to Council.
2. Council will write in the name of the candidate.
3. Ballots will be placed in an envelope and collected by the Clerk.
4. <u>The Clerk will read aloud the votes and the Councilmembers associated with each vote.</u>
5. The Mayor will announce the candidate receiving the most votes.
6. If no candidate receives a majority, a second vote via ballot will be held between the top two candidates.

4. **Mayor Pro Tem.** The same process will be used for the Election of Mayor Pro Tem.

SAMPLE BALLOT

<u>Councilmember</u>

Ballot for Appointment to Vice Mayor

Write the name of one (1) candidate
on the line below to vote the ballot.

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