

## PROCEDURES FOR THE ESTABLISHMENT OF TERM, NOMINATIONS AND ELECTION FOR VICE MAYOR

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: (names of those nominated). 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.

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. The Clerk will read aloud the votes and the Councilmembers associated with each vote.
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.

## SAMPLE BALLOT

<p style="text-align: center;"><u>Councilmember</u></p> <p style="text-align: center;">Ballot for Appointment to Vice Mayor</p> <p style="text-align: center;">Write the name of one (1) candidate on the line below to vote the ballot.</p> <p style="text-align: center;">_____</p>
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