

DATE: December 11, 2017

TO: Mayor Stokes and City Councilmembers

FROM: Kyle Stannert, Assistant City Manager

SUBJECT: Selection of Temporary Chair for January 2, 2018 Council Meeting

The City Council has had a longstanding practice of designating a member to act as temporary chair to open the meeting and preside over the election of the Mayor, as established by Section 3 of the City Council Rules:

The election of the Mayor shall be presided over by a temporary chair who shall be selected at the last regular meeting in December to conduct the election. Once selected, the Mayor will preside over the selection of the Deputy Mayor.

Council rules do not specify a specific process to select the temporary chair; however, historically the Council has used nominations from the floor to identify the Councilmember to serve as Temporary Chair. Should you wish to again proceed in that fashion, the following process information drawn from Robert's Rules and Council Rules may be helpful:

- Nominations for temporary chair do not require a second.
- You must cast your vote either "aye" or "no" for each nominee.
- Failure to cast a vote means that your vote is counted in the affirmative.
- As soon as one of the nominees receives a majority vote, the Mayor declares him or her elected as temporary chair and no votes are taken on the remaining nominees.