

DATE: January 2, 2018

TO: Bellevue City Councilmembers

FROM: Kyle Stannert, Assistant City Manager / City Clerk

SUBJECT: Election of the Mayor and Deputy Mayor

RCW 35A.13.030 and Resolution No. 8928 provide that the Council shall elect a Mayor and Deputy Mayor to serve terms of two years at the first official meeting of the City Council during even-numbered years. During the December 11, 2017 Regular Meeting, Council approved a temporary rule to conduct the election of Mayor and Deputy Mayor by a ballot method, voting for all nominated candidates simultaneously. As you will recall, Councilmember Stokes was selected to serve as the Temporary Chair to call the meeting to order and preside over nominations and election of the Mayor.

Process steps for conducting the election are outlined below:

- a) The Temporary Chair opens the meeting and calls for nominations for the position of Mayor. Nominations do not require a second. *Each Councilmember may nominate no more than one candidate for the position.*
- b) The Temporary Chair will close the floor to nominations when no other nominations are forthcoming. Under Robert's Rules, after nominations have been closed, a majority vote is required to reopen them.
- c) The list of nominees is voted by **paper ballot**. If there is only one nominee for an office, the ballot must still be taken for that office.
- d) The Clerk will distribute fresh ballots to Councilmembers for each round of balloting. In the middle of the ballot, each Councilmember will legibly write the name of his/her preferred candidate from the current list of nominees. Staff will collect and count the ballots and the Clerk will prepare and provide the Teller's Report to the Temporary Chair, who will publicly read the results aloud (i.e., *Councilmember X casts his ballot for Councilmember Y*, and so on.)
- e) Under Robert's Rules, when repeated balloting for an office is necessary, the names of all nominees are kept on the ballot. Robert's further provides that the nominee receiving the lowest number of votes is never removed from the next ballot unless he/she withdraws.

- f) Balloting continues until a Councilmember receives a majority vote (i.e., 4 votes). The Temporary Chair declares that person elected, and the new Mayor assumes the gavel and repeats the same steps to elect the Deputy Mayor.

Additional provisions if selection is not forthcoming:

- Should the Council not elect a Mayor in the early rounds of balloting, or if there is a recurring tie vote, the Temporary Chair may **declare a brief recess**. If at a stalemate, **nominations may be reopened**. To reopen nominations requires a motion, is non-debatable, and requires a majority vote. If additional nominations are made, they are added to the existing list of nominees.
- Should the vote continue at stalemate or in a tie, per Council Rules, the question may be brought forward again at a subsequent meeting. A special meeting could be called or action could be deferred until Council's next planned regular meeting scheduled for Monday, January 8.