



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** DECEMBER 16, 2025

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** LUCINDA WILLIAMS, CITY CLERK

**PREPARED BY:** LUCINDA WILLIAMS, CITY CLERK

**SUBJECT:** MAYOR / CHAIR AND MAYOR PRO TEM / VICE CHAIR  
SELECTION PROCEDURES

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### **SUMMARY**

Mayor Pro Tem Charles, supported by Council Member Zahra, requested City Council consider an ordinance regarding the Mayor and Mayor Pro Tem selection process during the November 4, 2025 City Council meeting.

### **PROPOSED MOTION**

Introduce Ordinance No. XXXX for first reading and waive further reading of the ordinance.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, AMENDING FULLERTON MUNICIPAL CODE CHAPTER 2.04 ESTABLISHING PROCEDURES FOR MAYOR AND MAYOR PRO TEM SELECTION

### **ALTERNATIVE OPTIONS**

- Approve the Proposed Motion
- Select Mayor and Mayor Pro Tem by majority City Council vote and rescind Administrative Policy No. 226
- Leave Administrative Policy No. 226 in place
- Other options brought by City Council.

### **STAFF RECOMMENDATIONS**

Staff recommends the Proposed Motion.

### **CITY MANAGER REMARKS**

None.

## PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

## FISCAL IMPACT

None.

## BACKGROUND AND DISCUSSION

Mayor Pro Tem Charles, supported by Council Member Zahra, requested City Council consider an ordinance regarding the Mayor and Mayor Pro Tem selection process during the November 4, 2025 City Council meeting.

Staff prepared a draft ordinance to codify the Mayor and Mayor Pro Tem selection procedure outlined in City Administrative Policy No. 226. The draft ordinance states City Council selects the Council Member with the most seniority without serving as Mayor as Mayor Pro Tem. The Mayor Pro Tem automatically becomes Mayor after serving as Mayor Pro Tem for one year.

The ordinance sets the Mayoral transition to occur at the first December meeting in non-election years and at the first meeting following county election certification in general municipal election years.

The draft ordinance also establishes tie breakers when one than one member has equal seniority, processes for filling vacancies and other administrative items.

## Attachments:

- Attachment 1 – Draft Ordinance No. XXXX
- Attachment 2 – Administrative Policy No. 226

cc: Interim City Manager Eddie Manfro