



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** OCTOBER 6, 2020

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** KENNETH A. DOMER, CITY MANAGER

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

**SUBJECT:** MAYOR / MAYOR PRO TEM ROTATION POLICY

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### **SUMMARY**

City Council review of the Mayor / Mayor Pro Tem rotation policy.

### **RECOMMENDATION**

Staff recommends City Council approve a policy to appoint the Mayor Pro Tem / Vice Chair based on Council Member seniority as determined by the number of years each Council Member has served consecutively on the City Council without serving as Mayor / Chair. The Mayor Pro Tem would then serve as Mayor in the following year. Staff also recommends that City Council break a tie when two or more Council Members have equal seniority by a random drawing.

### **PRIORITY POLICY STATEMENT**

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

### **FISCAL IMPACT**

None.

### **DISCUSSION**

Each December, the City Council / Successor Agency / Housing Authority (hereafter referred to as City Council) votes to appoint a Council / Agency / Authority Member (hereafter referred to as Council Member) to serve as Mayor / Chair and a Council Member to serve as Mayor Pro Tem / Vice Chair. The Mayor / Chair serves as the presiding officer during Council / Agency / Authority meetings and represents the City at various events. The Mayor Pro Tem / Vice Chair serves as presiding officer and represents the City in the Mayor's absence.

In February 2010, City Council approved a City Council policy by minute order to appoint the Mayor / Chair based on Council Member seniority as determined by the number of years each Council Member has served on the City Council without serving as Mayor / Chair. If two or more Council Members with seniority were elected in the same election, policy dictates that City Council should appoint the individual with the highest number of votes in the election as Mayor / Chair. The Mayor would concurrently serve as Chair of the Successor Agency and Housing Authority. The Mayor Pro Tem would concurrently serve as Vice Chair of the Successor Agency and Housing Authority. A copy of the policy is attached to this report.

City Council has not adopted a policy for the rotation of the Mayor Pro Tem / Vice Chair.

It is very common practice throughout Orange County jurisdictions for the Mayor Pro Tem to become the Mayor the following year. As such, the Mayor Pro Tem position is often considered “training” for the individual that serves as Mayor in the following year. The Mayor Pro Tem serves as the presiding officer in the absence of the Mayor at City Council Meetings and may represent the City at official gatherings; thus preparing the individual for the following year when they serve as Mayor.

Staff recommends creating a policy for the selection of the Mayor Pro Tem based on Council Member seniority as determined by the number of years each Council Member has served consecutively on the City Council without serving as Mayor / Chair and the Mayor Pro Tem then becomes the Mayor in the following year.

The current tie breaker for two or more Council Members with equal seniority is the highest number of votes received by the candidate in their most recent election. The City will have fully transitioned to district-based elections following the November 2020 Election. As the number of registered voters, voter turnout, and number of candidates may vary by Council District, the number of votes received would not have equal weight among candidates from different districts.

A review of Orange County cities and responses from the statewide City Clerk Listserv found that most cities still use the highest vote total as the tie breaking method.

Staff recommends using a random selection as a tie breaker when new members are elected. If two new members are elected in the same election, a coin flip or random draw shall be used. If three new members are elected a random draw shall be used to determine seniority for Mayor Pro Tem order.

#### Attachments:

- Attachment 1 – Current Mayor Selection Process Administrative Policy
- Attachment 2 – Draft Mayor Pro Tem Administrative Policy
- Attachment 3 – Orange County Clerk Policy Survey