

Original Issue Date OCTOBER 6, 2020	CITY OF FULLERTON, CALIFORNIA POLICY AND PROCEDURES MANUAL	Policy No.
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Revised Issue Date	SUBJECT: Selection of Mayor Pro Tem	Department of Origin Administration

PURPOSE:

The purpose of this Administrative Regulation is: Determination of a Mayor Pro Tem for the City Council

AUTHORITY:

City Council adoption on October 6, 2020.

APPLICATION:

This regulation shall apply to the City Council selection of a Mayor Pro Tem. The Mayor Pro Tem shall automatically become the Mayor after serving one year at Mayor Pro Tem during a term on City Council, unless the office of Mayor is vacated earlier, at which time the Mayor Pro Tem shall automatically advance and a new Mayor Pro Tem shall be selected under this procedure.

DEFINITIONS:

Not applicable.

POLICY:

Selection of the Mayor Pro Tem by the City Council is based on seniority according to the number of years a member has served consecutively on City Council without being selected for the position. In the event a Council member who is scheduled to be the next Mayor Pro Tem chooses not to serve, the member will be moved down to "second position" and the next most senior member will be moved up to serve.

Should two or more new Council members be elected during the same municipal election, for the purposes of establishing seniority, a random selection shall determine seniority. In an election in which two members are newly elected, a random selection, such as a coin toss, in which the member who calls the successful result of the toss, shall be placed in the senior position. In an election in which three members are newly elected, a random selection, such as a random number draw or otherwise agreed to random draw, shall determine seniority of the members participating in the draw.

PROCEDURES:

1. The City Clerk shall keep a matrix of City Council member seniority in order to determine the Mayor Pro Tem rotation.
2. Upon election to the City Council, a new member shall be placed on the rotation list for Mayor Pro Tem. If the most recent Mayor remains on City Council, the newly elected member shall be placed prior to the outgoing Mayor on the matrix.

Approved for Distribution:

Kenneth A. Domer
City Manager

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3. If two new members are elected to the City Council, a coin toss (or other agreed upon random selection) shall determine seniority.
4. If three new members are elected to the City Council, a random number/name draw (or other agreed upon random selection) shall determine seniority.
5. In the event a Mayor Pro Tem who is scheduled to be the next Mayor chooses not to serve, the member shall continue to serve as Mayor Pro Tem and the next most senior member will be moved up to serve as Mayor.
6. In the event a Council member who is scheduled to be the next Mayor Pro Tem chooses not to serve, the member will be moved down to "second position" and the next most senior member will be moved up to serve.
7. While the rotation of City Council members is policy designed to ease the transition of members into the Mayor Pro Tem and Mayor position, nothing in the policy prohibits the selection of a Mayor Pro Tem or Mayor based on the majority vote of the City Council.
8. If the position of Mayor or Mayor Pro Tem becomes vacant prior to the normal December election year transition, the Mayor Pro Tem shall become next most senior member of the City Council and a new Mayor Pro Tem selected accordingly.