

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, Administration

Subject: SELECTION OF MAYOR AND VICE MAYOR

Date: December 1, 2021

RECOMMENDATION:

Staff recommends that the City Council:

1. Review the information provided in this report and give direction to City Clerk to begin the Mayor selection process.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

In Santa Paula, the Mayor and Vice Mayor are selected by the Council from among its members annually at its first regular meeting in December of each year. The Mayor and Vice Mayor serve at the pleasure of the Council for a term of approximately one year, or until the next Mayor and Vice Mayor have been selected.

At its July 15, 2020 meeting, the Council adopted additional guidelines related to the selection of the Mayor and Vice Mayor that were included in the Manual of Procedural Guidelines for the Conduct of City Council and Constituent Body/Commission Meetings.

Among those additions, Section 9.1 was amended to read:

"Although a ceremonial position, the Mayor occupies the highest office in the municipal government and is expected to provide the leadership necessary to keep the city moving in the proper direction. Effective mayors are not only as leaders staking out policy positions, but also facilitators of effective teamwork. The Mayor shepherds the City through public meetings and in doing so must ensure the Council's important policy issues and long-term future concerns are fairly debated by the entire Council for the benefit of the public."

"Each Member elected to the Council is equally qualified and deserving to hold the offices of Mayor and Vice Mayor and each Councilmember should be given ample opportunity to serve in one or both of these offices."

The Council also imposed a tenure requirement on the Mayor position. Section 9.2(c) now requires:

- The Councilmember appointed as Mayor must have been a Member of the Council for approximately two years.

- In the absence of a Councilmember with sufficient tenure on the Council, priority should be given first to any Member who has not previously served as Mayor or Vice Mayor, and thereafter to the Member with the longest continuous service since last serving as Mayor or Vice Mayor.

Section 9.2(d) governs the selection of the Vice Mayor:

- The election of the Vice-Mayor will be conducted in the same manner as the election of the Mayor, except that it is generally expected, although not mandatory, that the Vice Mayor should succeed to the office of Mayor.

ANALYSIS:

The process for selecting the Mayor and Vice Mayor is as follows. Once the City Clerk declares the office of Mayor vacant and nominations open, any member of the City Council may nominate any member of the City Council as Mayor, including him or herself. No second to a nomination is required.

After nominations have been closed, the Council can debate the nominations. The Clerk will then call for the vote on the election of the Mayor in the order the nominations were made. The first Councilmember receiving the vote of a majority of the City Council will serve as Mayor. If no member of the City Council receives a majority vote, the Clerk will re-open the nominations and conduct a new election until a Mayor is elected.

The election of the Vice-Mayor will be conducted in the same manner as the election of the Mayor, except that the Mayor conducts the election.

The appointed Mayor and Vice Mayor will serve in these roles for a one-year period beginning on December 1, 2021 and ending in December 2022.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

None.

OPTIONS:

1. Direct City Clerk to begin the Mayor selection process.

ATTACHMENTS: