



**BUSINESS OF THE CITY COUNCIL  
YAKIMA, WASHINGTON  
AGENDA STATEMENT**

Item No. 4.C.  
For Meeting of: January 6, 2026

**ITEM TITLE:** Election of Assistant Mayor (Mayor Pro-Tem)

**SUBMITTED BY:** Vicki Baker, City Manager

**SUMMARY EXPLANATION:**

The City Council Rules of Procedure, Art. A (1) state: “The Council of the City of Yakima, immediately after its election and qualification, shall elect from among the members a Mayor and Assistant Mayor.”

Further, the Yakima Municipal Code Chapter 1.24 state: “There is created the position of assistant mayor who shall be the mayor pro tem of the City of Yakima. During the absence or disability of the mayor, the assistant mayor shall have and perform all of the duties and functions of the mayor. The assistant mayor shall be elected by the city council from its members.”

This summary serves as a reminder that the City Council meeting of January 6, 2025, is the appropriate meeting for the selection process to occur to choose a mayor and assistant mayor for the next two years. This also serves as a reminder that according to the requirements of the Open Public Meetings Act (RCW Chapter 42.30), the voting procedure must occur in an open meeting.

While the Charter specifies no method for choosing the assistant mayor, historically in Yakima, that selection has been made by a vote of the Council members following nominations from the floor. A nomination does not require a second. Roberts Rules of Order gives the following example: Member: “I nominate Council Member A.” The chair repeats the nomination and asks if Council Member A accepts the nomination. If Council Member A accepts the nomination the chair states: “Council Member A is nominated. Are there any further nominations?” When it appears that no one else wishes to make a nomination, the chair should again ask if there are any further nominations; if there is no response, the chair declares that nominations are closed, without waiting for a motion to that effect. After nominations have been closed, voting for that office takes place. The vote should be by roll call (or some other method that is “open”) and not by a secret ballot or method by which the vote would be an “anonymous” vote. (AGO 1971 No. 33).

**ITEM BUDGETED:**

**STRATEGIC PRIORITY 24-25:**

**RECOMMENDATION:** Nominate and elect an Assistant Mayor.

**ATTACHMENTS:**