

SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

Agenda Item #: Action A 7
Date: January 10, 2008
SUBJECT: Appointment of Mayor Pro-tem
CONTACT PERSON: Laura Koenig, City Clerk

SUMMARY STATEMENT:

In accordance with the current Council Rules of Procedures for Council Meetings, the Council appoints a Mayor Pro Tem for the year at the first Council meeting. The Mayor Pro Tem conducts the business of presiding over meetings of the council and any other regularly conducted business of the Mayor in the Mayor's absence.

FISCAL IMPACTS: None

Motion:

I nominated Councilmember ? as the Mayor Pro-tem for 2008. Mayor will close nominations and ask for a vote.

RECOMMENDED ACTION:

Appoint a Mayor Pro Tem for 2008.

Attachement: A) Chapter 8, Council Procedures

COUNCIL ACTION:

Action Date:

8. FILLING COUNCIL VACANCIES AND SELECTING MAYOR PRO TEM

- 8.1 **Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.
- 8.2 **Application procedure:** The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.
- 8.3 **Interview Process:** All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Community Center Meeting Room while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- 8.4 **Selection of Councilmember:** The Council may recess into executive session to discuss the qualifications of all candidates. Nomination, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.
- 8.5 **Selecting Mayor Pro Tem and Alternate Mayor Pro Tem:** The council shall appoint a Mayor Pro Tem to conduct the business of presiding over meetings of the council and may other regularly conducted business of the Mayor in the Mayor's absence. While the council member is functioning as Mayor Pro Tem, the council member retains his/her right and responsibility to make and vote on motions before the council. The appointment of the Mayor Pro Tem shall take place annually at the first regular meeting of the council each year and the term shall be for one year.