



### Selection of Mayor and Vice Mayor Council Reorganization

As set forth in the City Council Handbook, the Vice-Mayor is usually selected as the Mayor. The City Council believes the community benefits by ensuring the positions of Mayor and Vice-Mayor are held at various times by all council members. The City Council also believes the experience as a council member will assist those who ultimately serve as Mayor or Vice-Mayor. To that end, the following process is hereby adopted for the future selection of Mayor and Vice-Mayor. This process will remain in effect until modified by a subsequent City Council.

The City Council shall meet annually to choose one of its members as Mayor and one of its members as Vice-Mayor. The meeting to determine organization or reorganization of the City Council (i.e., selection of Mayor and Vice-Mayor) shall be held on or before the Tuesday that immediately precedes the Wednesday of the first regularly scheduled meeting of the City Council in December, unless the Mayor and City Council select a different date in discussion with the City Clerk's office. In even numbered years in which a regular City Council election occurs, the reorganization shall follow certification of the election results by the San Mateo County Office of Elections.

#### Rotation by District:

Members **rotated in order of the district number** they represent. With the advent of district elections, it is important to ensure that every district has an equal chance at representation through the Mayorship.

In the event of new councilmembers being elected and beginning their term on their district's "Mayor year," it will be required for any new Councilmember to start their first year as Councilmember, then the subsequent year as Vice Mayor, and the third year as Mayor.

The order will temporarily skip that district's new councilmember to the next in line, until that new Councilmember is in their **third year**, where they will have some experience that allows them to serve more effectively. The order will resume following the temporary displacement.

This will allow for newly elected Councilmembers to gain experience instead of immediately assuming the Mayor role. A councilmember **does not** have to be Vice Mayor the year immediately preceding their Mayoral year. If any council member declines a nomination during a year when they would have been eligible to be appointed as Mayor or Vice-Mayor, the next eligible council member in sequence shall be nominated for that position. The councilmember that declined the nomination will then move to the bottom of the rotational order as if they had just completed serving a year as Mayor.

Based on the Order of Mayor Rotation per District, the succession according to the current policy would be as follows:

**Order of Mayor Rotation per District**

Year	District
2025	District 5
2026	District 1
<u>2027</u>	<u>District 2</u>
<u>2028</u>	<u>District 3</u>
<u>2029</u>	<u>District 4</u>

The election of the Mayor and Vice -Mayor shall be by vote of a majority of members of the City Council. The Mayor shall be seated and assume the duties of presiding officer immediately following the election of Mayor and before the election of the Vice Mayor unless a motion is carried to elect and seat the Mayor and Vice Mayor at the same time.

The mayoral rotation system can be changed at any time by a Council majority vote.

**Installation and Reorganization Costs**

Council members shall contribute to the cost of light snacks/desserts and refreshments for the reception following the Installation and Reorganization Meeting. Each council member’s contribution shall not exceed \$200. During any year in which the City Treasurer and City Clerk are up for election, the City Clerk and City Treasurer shall each contribute up to \$200 for the cost of light snacks/deserts and refreshments for the reception following the Installation and Reorganization Meeting. The incoming Mayor may choose to separately pay for additional snacks and refreshments beyond those normally provided every year.

**Recognition of Outgoing Mayor and/or Council Members**

The Installation and Reorganization Meeting will also include recognition of the outgoing Mayor and any outgoing council member(s). As part of the recognition, the City may provide the outgoing Mayor and any outgoing council member(s) with a nominal gift recognizing their service to the City.