City of Bellevue
City Clerk's Office

MEMORANDUM

Phone: 425-452-2733

Date: January 2, 2014

To: Bellevue City Councilmembers

From: Myrna Basich, Assistant City Manager/City Clerk

Subject: Procedure for Election of the Mayor and Deputy Mayor

As you will recall, at your December 9, 2013 Council meeting, Councilmember Wallace was selected to act as Temporary Chair to open the meeting and preside over nominations and election of the Mayor, who will then preside over election of the Deputy Mayor. At that time, Council also voted to adopt a temporary Council rule that authorizes conducting the election of the Mayor and Deputy Mayor by a new method – voting for all nominees simultaneously using a written ballot approach.

Key process steps, involving a combination of Robert's Rules of Order and ongoing and temporary Council Rules, are provided below for conducting the election of officers:

<u>General process:</u>

1. The Temporary Chair opens the meeting and calls for nominations for the position of Mayor. Nominations do not require a second.

2. The Temporary Chair will close the floor to nominations when no other nominations are forthcoming. Under Robert's Rules, after nominations have been closed, a majority vote is required to reopen them.

3. The list of nominees is voted by **paper ballot**. If there is only one nominee for an office, the ballot must still be taken for that office.

4. The Clerk will distribute fresh ballots to Councilmembers for each round of balloting. In the middle of the ballot, each Councilmember will legibly write the name of his/her preferred candidate from the current list of nominees. Staff will collect and count the ballots and the Clerk will prepare and provide the Teller's Report to the Temporary Chair, who will publicly read the results aloud (i.e., *Councilmember X casts his ballot for Councilmember Y*, and so on.)

5. Under Robert's Rules, **when repeated balloting for an office is necessary**, the names of all nominees are kept on the ballot. Robert's further provides that the nominee receiving the lowest number of votes is never removed from the next ballot unless he/she withdraws.

6. Balloting continues until a Councilmember receives a majority vote (i.e., 4 votes). The Temporary Chair declares that person elected, and the new Mayor assumes the gavel and repeats the same steps to elect the Deputy Mayor.

7. Upon election of the Mayor, he or she will assume the gavel and repeat these steps to elect the Deputy Mayor.

Additional provisions if selection is not forthcoming:

8. Should the Council not elect a Mayor in the early rounds of balloting, or if there is a recurring tie vote, the Temporary Chair may **declare a brief recess.** If at a stalemate, **nominations may be reopened**. To reopen nominations requires a motion, is non-debatable, and requires a majority vote. If additional nominations are made, they are added to the existing list of nominees.

9. Should the vote continue at stalemate or in a tie, per Council Rules the question may be brought forward again at a subsequent meeting. A special meeting could be called or action could be deferred until Council's next planned regular meeting scheduled for Monday, January 14.