

RESOLUTION NO. 2014-14

**A RESOLUTION ADOPTING A PROCEDURE FOR ELECTION OF THE MAYOR
AND MAYOR PRO TEM AT THE POST ELECTION ORGANIZATIONAL MEETING
OF THE CASTLE ROCK TOWN COUNCIL**

WHEREAS, the Castle Rock Charter requires that the Town Council elect a Mayor and a Mayor Pro Tem from among its members at its first organizational meeting following the Regular Election;


WHEREAS, the Town Council desires to formalize the process used to elect its Mayor and Mayor Pro Tem;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:**

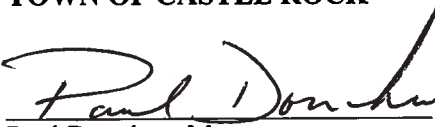
Section 1. Adoption. The Mayor/Mayor Pro Tem Election Procedures, attached as *Exhibit 1* are hereby adopted.

PASSED, APPROVED AND ADOPTED this 11th day of March, 2014, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of 6 for and 1 against.

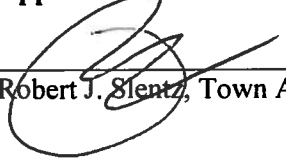
ATTEST:


Sally A. Misare Town Clerk

TOWN OF CASTLE ROCK


Paul Donahue, Mayor

Approved as to form:


Robert J. Slentz, Town Attorney

Approved as to content:



Exhibit 1

ELECTION OF MAYOR/MAYOR PRO TEM PROCESS

The process to be used at Organizational Meeting of the Town Council to Elect the Mayor and Mayor Pro Tem shall be as follows:

- 1) Determine who will serve as the interim presiding officer in order to conduct business in an orderly manner.

If the prior Mayor is still a sitting member of the Council, he/she will serve as the presiding officer. If the prior Mayor is no longer on Council, but the prior Mayor Pro Tem is, then he/she shall serve as the presiding officer.

If neither the prior Mayor nor prior Mayor Pro Tem is available, the Council shall vote one of the sitting members to act as presiding officer until such time as a new Mayor is elected.

The presiding officer will continue to function in this capacity until such time as a new Mayor is elected.

- 2) The presiding officer will query Councilmembers to determine who is interested in serving as Mayor. The presiding officer may request his/her own name be included among those interested in serving as Mayor. Those Councilmembers who express interest in serving as Mayor will then constitute the eligible pool of candidates for Mayor.

Each interested candidate will be given an opportunity to make a statement as to why they want to serve as Mayor.

Once the candidate pool is established, the clerk shall distribute ballots to each Councilmember, and each Councilmember shall vote for his/her choice among the nominated candidates.

The balloting would continue until one candidate receives a minimum of 4 votes for the position.

If multiple ballots are required, only the candidate with the lowest number of votes will be dropped from the pool of eligible candidates for each subsequent round of voting. For example, if there were three candidates, and the vote was 3 - 3 - 1 in the first round, the candidate that received one vote would be eliminated from the second round of voting.

Once a candidate has received a minimum of four (4) votes the Clerk will announce the winner based upon the results of the ballots, and that candidate will be deemed to have been elected as Mayor under the provisions of the Charter. No additional action would be required by Council with regard to the appointment of the Mayor, rather the ballots as cast would be considered a binding vote by each Councilmember.

- 3) Once elected, the new Mayor will take over as presiding officer of the meeting. The Mayor will repeat the process described in Step 2 above with regard to the process of selecting the Mayor Pro Tem.



Meeting Date: March 11, 2014

AGENDA MEMORANDUM

To: Honorable Mayor and Town Council

From: Sally Misare, Town Clerk

Title: Resolution No. 2014-14: A Resolution Adopting a Procedure for Election of the Mayor and Mayor Pro Tem at the Post Election Organizational Meeting on the Castle Rock Town Council

Executive Summary

At the February 4, 2014 Council Meeting, Council reviewed the current procedure for selection of the Mayor and Mayor Pro Tem, and made recommendations regarding desired amendments to the procedure.

Specifically, Council directed staff to amend the policy to reflect a one step process, whereby if there are multiple nominations for the position of Mayor / Mayor Pro Tem, the ballots voted by Councilmembers would represent a binding decision of the Councilmembers. The Mayor / Mayor Pro Tem would be deemed elected based on the results of the balloting without further action by Council.

Council further determined that these ballots, which are a matter of public record, should be identifiable by District.

Lastly, Council reaffirmed its position that Public Comment should not be allowed on the nominations for Mayor and Mayor Pro Tem.

A summary of the proposed steps in the revised process include:

- 1) Determine who will serve as the interim presiding officer in order to conduct business in an orderly manner. This may be the prior Mayor, the prior Mayor Pro Tem or a designated member of the Council.
- 2) Determine which Councilmembers are interested in serving as Mayor. Those Councilmembers who express interest in serving as Mayor will then constitute the eligible pool of candidates for Mayor.
- 3) Provide each interested candidate an opportunity to make a statement as to why they want to serve as Mayor.
- 4) The Clerk will distribute ballots to each Councilmember, and each Councilmember shall vote for his/her choice among the candidate pool.

The balloting would continue until one candidate receives a minimum of 4 votes for the position.

If multiple ballots are required, only the candidate with the lowest number of votes will be dropped from the pool of eligible candidates for each subsequent round of voting. For example, if there were three candidates, and the vote was 3 - 3 – 1 in the first round, the candidate that received one vote would be eliminated from the second round of voting

Once a candidate has received a minimum of four (4) votes the Clerk will announce the winner based upon the results of the ballots, and that candidate will be deemed to have been elected as Mayor under the provisions of the Charter, with no additional action required by the Council.

- 5) Once elected, the new Mayor will take over as presiding officer of the meeting. The Mayor will repeat the process described in Step 2 above with regard to the process of selecting the Mayor Pro Tem.

Additional details regarding each step in the process is provided by the Policy which is **Exhibit 1** to the attached Resolution. Please let me know if you have any questions, or need additional information.

Proposed Motion

If Council wishes to adopt the policy as presented, an appropriate motion would be

I move to approve Resolution No. 2014-14: A Resolution Adopting a Procedure for Election of the Mayor and Mayor Pro Tem at the Post Election Organizational Meeting of the Castle Rock Town Council

Attachments:

Attachment A Resolution