

MEMORANDUM

DATE: May 21, 2021
TO: Mayor & City Council
VIA: Mercy Rushing, City Manager
FROM: Cindy Karch, City Secretary GK
SUBJECT: Hold Nominations to appoint Ward 2 Alderman, to fill the unexpired term of Jayne Lankford, elected to Mayor.

Background Information:

Nominations to appoint Ward 2 Alderman to fill unexpired term of Jayne Lankford, who was elected to Mayor.

Nominations will be held adhering to the standard set by “Robert’s Rules of Order, Newly Revised In Brief”, Chapter 9.

Recommended Procedures:

Mayor Lankford will announce “**Nominations are now in order, for the office of Alderman, Ward 2.**” **NO MOTION IS REQUIRED**

Any member may call out a nomination by stating “**I nominate Mr./Mrs. [Name].**”

Once all nominations have been made, Mayor Lankford will ask “**Are there any further nominations?**” [Pause] “**If not, nominations are closed.**”

If only one person is nominated, the Mayor will announce that person elected.

If more than one person is nominated, each council member will have a ballot paper in front of them. They will write one of those nominee choices on ballot and pass it to the City Secretary. She will tally the votes, give the results to the Mayor, who will then announce the nominee with the most votes. Once the results are announced, the election is final.

Please review Chapter 9, Robert’s Rules of Order prior to the meeting for additional information.

Final Disposition: