


## MEMORANDUM

**DATE:** May 20, 2024  
**TO:** Mayor Lankford & City Council  
**VIA:** Mercy Rushing, City Manager  
**FROM:** Cindy Karch, City Secretary   
**SUBJECT:** Hold Nominations for the position of Mayor Pro-Tem

### Background Information:

Historically the City Council elects a Mayor Pro-Tem, or *Pro tempore*, “for the time being”, which is the person selected by the Council to act as the presiding officer in the absence of the 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 Mayor Pro-Tem.**” **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: