

**ATTACHMENT 2 TO AGENDA ITEM NUMBER 12; TABLE: SURVEY OF CITIES FOR ROLES OF MAYOR/VICE MAYOR**

Name of City	Role of Mayor and/or Vice Mayor
Sebastopol	<ul style="list-style-type: none"> <li>• The Mayor is The presiding officer of the City and of all meetings of the Council</li> <li>• The official head of the City for performance of duties lawfully delegated to the Mayor</li> <li>• Referred to as "chair" or "chairperson" when acting as presiding officer of legislative body meetings other than the Council; (such as the Successor Agency to the former Community Development Agency)</li> <li>• Considered a member of the Council</li> <li>• Shall be elected annually from among the members of the Council, by a majority vote at the Council's first meeting in December</li> <li>• The Mayor or presiding officer has authority and discretion to preserve order at all Council meetings. This includes the authority to remove any person that presents a physical threat to any other person in the Council meeting, or for conduct that disrupts the meeting to prevent the orderly prosecution of the City's business. The presiding officer also has the authority and discretion to enforce these rules of the Council and to determine the order of business. The presiding officer shall have the authority to prevent the misuse of the legitimate form of motions, the abuse of privilege of renewing certain motions, or the obstruction of the business of the City Council. The presiding officer may preserve orderly business by ruling such motions out of order. In so ruling, the presiding officer shall be courteous and fair and shall presume that the moving party is making the motion in good faith.</li> <li>• Entitled to make and second motions on matters before the Council and vote on actions, but shall possess no veto power over actions of the Council May establish reasonable time limits for the presentation of information to the public</li> <li>• Due to subject matter, number of speakers, approximate length of an item, may determine, at the meeting, the re-ordering of agenda items.</li> <li>• Recognized as spokesperson for the City Council</li> <li>• To serve as the City's primary media spokesperson in coordination with City staff. Appropriate City staff should always be alerted to media contact.</li> <li>• Nothing under the Mayor's duties shall limit any individual Council Member's ability to interact with members of the public.</li> <li>• Participate in the preparation of the agendas of meetings in accordance with the Agenda Review Committee Policy</li> <li>• Shall be elected annually from among the members of the Council, in accordance with the Selection of Mayor/Vice Mayor Protocols at the Council's first meeting in December</li> <li>• In the absence of the Mayor from the City or a Council meeting, the Vice Mayor shall possess all powers of the office of the Mayor, and be subject to all prescribed duties for that office</li> </ul> <p>In the absence of the Mayor and Vice Mayor from the City or a Council meeting, the Council shall appoint a member of the Council to act as Mayor Tern and shall possess all powers of the office of the Mayor</p>
	<b>OTHER SONOMA COUNTY CITIES</b>
Cloverdale	<p>Mayor: The Mayor is the titular head of the City Council. He or she presides over Council meetings and serves as spokesperson on behalf of the City. The Mayor votes along with the rest of Council on Council decisions.</p> <p>Vice Mayor: he Vice Mayor is responsible for fulfilling the responsibilities of the Mayor <u>Conflict of Interest and Training</u></p> <p>All members of commissions, committees, and boards shall abide by the provisions of the Political Reform Act of the State of California and provisions of the common law relating to conflicts of interest. All city council members and designated Conflict of Interest filers, including those serving on any City board or commission, shall complete any Brown Act training and Ethics (AB1234) trainings provided by the City. in the Mayor's absence.</p>
Cotati	
Healdsburg	The Mayor shall be the official head of the City for all ceremonial purposes and he or she shall perform all duties imposed upon him or her by the laws of the State or by ordinance of the City Council. The Mayor shall serve in such capacity at the pleasure of the City Council.

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Petaluma	The Presiding Officer of all meetings of the City Council shall be the Mayor or, in the Mayor's absence, the Vice Mayor, who may, for all ceremonial purposes, be called the Vice Mayor of the City
Rohnert Park	The Mayor has been delegated the responsibility to act as the City Council's ceremonial representative at public events and functions. The Mayor is also designated to serve as the City's spokesperson to provide updates and other information as it relates to the state of the City. In the Mayor's absence, the Vice Mayor assumes this responsibility. In both the Mayor and Vice Mayor's absence, the Mayor will appoint another Councilmember to assume this responsibility.
Santa Rosa	The Charter of the City of Santa Rosa section 15 "Mayor." "At the Council meeting at which any Council member is installed following any general or special municipal election, and at any time when there is a vacancy in the office of Mayor, the City Council shall meet and shall elect one of its members as its presiding officer, who shall have the title of Mayor. The Mayor shall serve for a term of two years or until a successor is chosen, unless earlier removed by the Council. The Council, at the time it selects a Mayor and during each November in odd numbered years, shall choose one of its number as Vice-Mayor, who shall serve as Mayor Pro Tem in the absence, sickness or other disability of the Mayor. The Vice-Mayor shall serve for a term of one year or until a successor is chosen, unless earlier removed by the Council. The Mayor and Vice-Mayor shall hold their respective offices subject to the pleasure of the Council. A Council member may not serve consecutive terms as Mayor. If a Mayor fails to complete a full term, the Council member elected to fill out the remainder of the unexpired term shall not be barred from serving a consecutive term as Mayor thereafter if the remaining term filled was one year or less."
Sonoma	
Windsor	<p>The primary role of the Mayor is to run Council meetings, to preside and speak for the Town and Council at ceremonial events, and to sign documents on behalf of the Council. Each Mayor operates somewhat uniquely from past Mayors; the style in which they fulfill the role is defined by the person based on that person's unique style, such as including the Vice Mayor in meetings for purposes of continuity.</p> <p>The Mayor will inform the Council of any official correspondence sent out to anyone in relation to Town business (this will be done within reason to balance paper-trail-overload, with keeping other Councilmembers informed of actions taken that are related to issues they are involved or concerned about).</p>

OTHER CALIFORNIA CITIES

Name of City	Role of Mayor and/or Vice Mayor
Brea	<p>The Mayor is the Council's team leader; therefore, the Mayor is elected by the Council based upon the Council's belief the Council Member elected has demonstrated the skills and trust necessary to effectively fulfill the responsibilities of the office defined below. As a result, the Mayor serves at the Council's pleasure, so it is not a rotational position.</p> <p>The Mayor's authority and responsibilities are:</p> <ul style="list-style-type: none"> <li>• The same as any other individual Council member; no more.</li> <li>• To work with the Mayor Pro Tem and City Manager to fully support the Council's approved policies, protocols, and priorities that are developed via a consensus-based process.</li> <li>• To work with the Mayor Pro Tem and City Manager to manage the Council's Meeting Agendas to further the Council's policies and priorities in an effective and productive manner.</li> <li>• To chair the Council's meetings in a professional manner, fostering positive team relationships, and facilitating constructive debate and discussion to achieve Council consensus.</li> <li>• To represent the Council in a professional manner at public events that reflects positively upon the City</li> <li>• Acts as the official head of the City for all ceremonial purposes</li> <li>• Calls for special meetings</li> </ul>

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	<ul style="list-style-type: none"> <li>• Recognized as spokesperson for the City Council</li> <li>• Selects substitute for City representation when Mayor cannot attend</li> <li>• Makes Council Member assignment nominations to applicable standing committees and regional boards and committees. Appointment to such standing committees and regional boards and committees requires approval of the majority of Council. These standing committees and regional boards and committees are those that do not require appointment through external agencies or organizations (such as Orange County City Selection). Council Members who are originally appointed to ad hoc committee shall continue in their assignments. Ad hoc committee assignments are not subject to change unless an assigned Council Member resigns from the committee or is no longer serving on the Council. Ad hoc committees shall be created to support and further Council priorities. When an ad hoc committee is created, the Council will define the committee's goals and the committee shall provide periodic progress reports to Council. No ad hoc committee will be formed without Council approval.</li> <li>• Makes judgment calls on which proclamations to give</li> <li>• Leads the Council into an effective, cohesive working team</li> <li>• Signs documents on behalf of the City of Brea</li> <li>• Serves as official delegate of the City to the Leagues of California Cities, National League of cities and other events and conferences</li> </ul> <p><b>MAYOR PRO TEM</b></p> <ul style="list-style-type: none"> <li>• Serves at the pleasure of the City Council</li> <li>• Serves in the Mayor's absence.</li> <li>• Represents the City at ceremonial functions at the request of the Mayor</li> </ul>
Folsom	<p>The Mayor's primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Presiding at meetings of the Council;</li> <li>• Meeting regularly and as appropriate with the City Manager to provide policy guidance relative to the actions of the Council, expressing the desires of the Council and its members, and monitoring the administrative implementation of Council policies;</li> <li>• Recommending City policy, legislation, and programs, subject to approval by a majority of the City Council;</li> <li>• Representing the City for ceremonial purposes;</li> <li>• Represent the City in intergovernmental relations, personally or by a designated representative with the concurrence of the Council; and</li> <li>• Establishing and dissolving limited-term ad hoc committees, subject to the approval of the Council</li> </ul> <p>The Vice Mayor's primary responsibility is to perform the Mayor's duties in the Mayor's absence.</p>
Half Moon Bay	<p>Duties of Mayor</p> <p>A. To conduct meetings of the City Council as its chairperson.</p> <ol style="list-style-type: none"> <li>1. Ensure that consideration of items on the agenda move along without delay.</li> <li>2. Ensure that petitioners, proponents, and opponents are heard but not allowed to disrupt the meeting.</li> <li>3. Ensure that decorum is maintained at the meeting.</li> <li>4. In presiding over matters where the public has provided testimony and/or raised questions, the Mayor should:             <ol style="list-style-type: none"> <li>a. Direct questions or comments requiring a response to staff for a response.</li> <li>b. Ensure that staff and members of the public direct their comments to the chair.</li> <li>c. If necessary, help keep Councilmember questions relevant to the matter being considered by the Council.</li> <li>d. If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted.</li> <li>e. Announce the decision of the Council on all subjects.</li> </ol> </li> <li>5. To ensure that each member of the Council is provided an opportunity to completely express their views on items of business, the Mayor should:             <ol style="list-style-type: none"> <li>a. See that Councilmembers ask to be recognized by the Mayor before speaking.</li> </ol> </li> </ol>

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	<p>b. Ensure that each Councilmember is given the opportunity to fully express their views.          B. To represent City Government as its chief elected official at community functions, events, and meetings.          C. On behalf of the City Council, to officially welcome dignitaries, officials, and gatherings.          D. To correspond on behalf of the Council on subjects, issues, and legislative proposals provided that opinions expressed on behalf of the Council or City Government are not inconsistent with established policies or previously expressed Council consensus.          E. To vote as the City’s “voting delegate” at the League of California Cities Annual Conference and other similar meetings. This responsibility may be delegated to another Councilmember.          F. To participate in the preparation of the agendas of meetings of the City Council as necessary.          G. To recommend Councilmembers for liaison positions on various boards, commissions, and agencies.          The Mayor’s recommendations shall be discussed and confirmed by a majority vote of the Council and are subject to change.          H. Nothing under the Mayor’s duties shall limit any individual Councilmember’s ability to interact with members of the public.</p> <p>Duties of Vice Mayor          In the absence of the Mayor from the City or a Council meeting, the Vice Mayor shall possess all powers of the office of the Mayor, and be subject to all prescribed duties for that office.</p>
Lodi	<p>Duties of Mayor and Mayor Pro Tempore          The Mayor shall preside at the meetings of the Council. If he/she is absent or unable to act, the Mayor Pro Tempore shall serve until the Mayor returns or is able to act. In the absence of the Mayor and Mayor Pro Tempore, the City Clerk shall call the Council to order, whereupon a temporary Chairperson shall be elected by the members of the Council present.          The Mayor meets with the City Manager, Deputy City Manager, City Attorney, and City Clerk one week prior to Council meetings to review the draft agenda.          The Mayor shall represent the Council at ceremonial functions. The Mayor may, at his/her own discretion, ask another Council Member to represent the Council at any function.</p>
Placerville	<p>Mayor: The Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the Council or by vote of the people. The Mayor does not possess any power of veto. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for all ceremonial purposes. The City Council selects one Councilmember as Mayor and one Vice-Mayor annually. As the ceremonial head of the City, the Mayor is responsible for:</p> <ul style="list-style-type: none"> <li>• Signing all ordinances, resolutions and city correspondence in a timely manner.</li> <li>• Meeting with the City Manager and Vice Mayor prior to each Council Meeting to go over the agenda.</li> <li>• Representing the City at such events as the Memorial Day ceremony, Veteran’s Day ceremony, the opening of the El Dorado County Fair, and</li> </ul> <p>The Council acts as a body; staff is to implement the direction of the Council majority.          The Mayor runs meetings of the City Council and acts as ceremonial head of the City at functions and other celebrations requesting City participation. When attending official ceremonies, the Mayor is often called upon to present a Proclamation. If the Mayor is unable to attend, he or she is responsible for soliciting the participation of the Vice Mayor.</p> <ul style="list-style-type: none"> <li>• Initiating an annual review of the City Manager, including salary adjustments. Annually, one month prior to the anniversary of the City Manager’s hiring date, the Mayor will distribute a performance evaluation to Council Members, collect and disseminate the results, and conduct a performance review in closed session with the City Council and City Manager.</li> <li>• Delivering a State of the City address at a Council Meeting at the end of each calendar year.</li> <li>• Writing an annual holiday letter to City employees. The letter should be submitted to the City Manager by the end of November so that it may be distributed to City staff.</li> <li>• Finally, the Mayor will occasionally be called upon by the media to represent the City’s position on an issue or incident. While this can be an intimidating task, it is important to be prepared and to represent the position of the full Council, not just your personal opinion.</li> </ul>

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	Vice-Mayor: The Vice-Mayor shall perform the duties of the Mayor during the Mayor's absence or disability. The Vice-Mayor shall serve in this capacity at the pleasure of the City Council.
Pleasanton	The Mayor is the presiding officer for each meeting of the City Council that the Mayor attends. In the Mayor's absence, the Vice Mayor shall be the presiding officer for the meeting when the Vice Mayor is present. In the absence of both the Mayor and the Vice Mayor, the Councilmembers present at the meeting shall select a presiding officer. The Mayor is directly elected for a two-year term in November of each even-numbered year. The Mayor is a member of the City Council and has all the powers of a Councilmember, except when exercising his or her unique mayoral duties. The Mayor enjoys, and shall not be deprived of, any rights and privileges as a Councilmember.
Rio Dell	No Councilpersons shall forfeit any rights of Council membership by serving as Presiding Officer. Questions of order shall be determined by law, ordinance or the Presiding Officer, subject however to member appeal to the Council for which a majority vote of the Council shall prevail. On issues not addressed by law, ordinance, resolution or precedence, the Presiding Officer shall obtain guidance from the City Attorney and/or use the current edition of the parliamentary guide Robert's Rules of Order universally accepted as a definitive source. The Presiding Officer shall vote last on all issues
San Leandro	The Mayor shall be the political head of the City. The Mayor shall: (a) Recommend City policy; (b) Recommend to the Council appropriate and necessary legislation; (c) Recommend programs for the physical, economic, social and cultural development of the City; (d) Be responsible for public relations activities and represent the City for ceremonial purposes; (e) Represent the City in intergovernmental relations, personally or by delegated representative, at the direction of the Council; (f) Preside at meetings of the Council; (g) Establish and dissolve ad hoc committees, subject to approval by the Council; (h) Possess the authority to suspend implementation of any action taken by the Council by filing with the City Clerk, within three days after such Council action, a notice of suspension thereof. Such suspension shall constitute a motion for reconsideration of the action taken, to be voted upon by the Council at its next regular meeting; (i) Provide leadership and marshal citizen participation in City activities; (j) Report to the public from time to time on the affairs of the City; (k) Possess the authority and attributes of a Council Member; (l) Possess such authority and perform such duties as are granted or required by Charter or by the Council.
San Mateo	Duties of Mayor A. To conduct meetings of the City Council as its chairperson. 1. Ensure that consideration of items on the agenda move along without delay. 2. Ensure that petitioners, proponents and opponents, are heard but not allowed to disrupt the meeting. 3. Ensure that decorum and civility is maintained during the meeting. 4. In presiding over matters where the public has provided comment or testimony and/or raised questions, the Mayor should: a. At the end of the public comment period restate, if any, relevant questions raised from the public and direct questions or comments requiring a response to staff for a response. b. Ensure that staff and members of the public direct their comments to the presiding officer and members. c. Help keep Council Member questions and comments relevant to the matter being considered by the Council. d. Consider calling for a brief recess if orderly conduct of the meeting is being disrupted. e. Announce the decision and vote of the Council on all items, this may occur with the assistance of the City Clerk, the City Manager, City Attorney, or key staff presenting. 5. To ensure that each member of the Council is provided an opportunity to completely express their views on items of business, the Mayor should:

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	<p>a. Actively seek Council Member comments and ensure that Council Members ask to be recognized by the Mayor before speaking to maintain an orderly process on the dais.</p> <p>b. Make sure that each Council Member has had a first chance at providing comments, before allowing a Council Member to make another statement – unless they are asked to clarify their prior statement.</p> <p>c. Ensure that each Council Member is given the opportunity to fully express their views.</p> <p>B. To represent City Government as its chief elected official at community functions, events, meetings, and business outreach and retention visits.</p> <p>C. On behalf of the City Council, to officially welcome dignitaries, officials, and special event gatherings.</p> <p>D. To vote on behalf of the Council at regional meetings such as the San Mateo County Council of Cities/City Selection Committee, provided that the vote is not inconsistent with established policies or previously expressed Council consensus. This is expected protocol for any Council Member who represents the City on any regional bodies.</p> <p>E. To correspond on behalf of the Council on subjects, issues, and legislative proposals provided that opinions expressed on behalf of the Council or City Government are not inconsistent with established policies or previously expressed Council consensus.</p> <p>F. To vote as the City’s “voting delegate” at the League of California Cities Annual Conference and other similar meetings. This responsibility may be delegated to another Council Member by action of the City Council.</p> <p>G. To review the agendas of meetings of the City Council and participate in their preparation as necessary.</p> <p>H. To recommend Council Members for liaison positions on various boards, commissions and agencies. The Mayor’s recommendations shall be discussed and confirmed by a majority vote of the Council and are subject to change.</p> <p>I. To serve as the City’s primary media spokesperson in coordination with City staff. Appropriate City staff should always be alerted to media contact.</p> <p>J. Nothing under the Mayor’s duties shall limit any individual Council Member’s ability to interact with members of the public.</p> <p>K. The Mayor is still subject to all duties of Council Members</p> <p>Duties of Deputy Mayor In the absence of the Mayor from the City or a Council meeting, the Deputy Mayor shall possess all powers of the office of the Mayor; and be subject to all prescribed duties for that office.</p>
<p>South Lake Tahoe</p>	<p>The Mayor shall preside over all Council meetings.</p> <p>The Mayor shall have authority to preserve order at all Council meetings, to remove any person from any meeting of the Council for disorderly conduct, to enforce the rules of the Council and to determine the order of business under the rules of the Council.</p> <p>Absence of Mayor - The Mayor Pro Tem shall act as Mayor in the absence or disability of the Mayor.</p>
<p>Eureka</p>	<p>Role of Mayor and Mayor Pro Tempore: The Mayor is a separately elected office per the Eureka Charter Section 400. The Mayor Pro Tempore is chosen annually by a majority vote of the Council. The Mayor shall preside over all meetings of the City Council, and if they cannot be present or are unable to act, the Mayor Pro Tempore shall serve as Mayor until such time as the Mayor can be present. While the Mayor Pro Tempore may make or second any motion, and present and discuss any matter as a member of the Council, they traditionally speak last.</p> <ul style="list-style-type: none"> <li>• Ceremonial: The Mayor is recognized as the head of the City for all ceremonial purposes and signs all documents for the City that require an official signature, except when the City Manager has been authorized by the Council to sign such documents, or if they cannot be present or are unable to act.</li> </ul>
<p>Ventura</p>	<p>Meeting Chair The Mayor presides over all Council meetings as the Chair. Chair’s Authority</p> <ul style="list-style-type: none"> <li>• Preserve order at all Council meetings.</li> <li>• Remove any person from any Council meeting for disorderly conduct as permitted by law, to enforce Council rules and protocols.</li> <li>• Determine the order of business under Council rules and protocols and reorder the agenda for Council</li> </ul>

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	<ul style="list-style-type: none"> <li>• meetings.</li> <li>• Prevent the misuse of motions, or the abuse of any privilege, or obstruction of Council business by ruling any such matter out of order, subject to appeal to the entire Council (the Chair should be courteous and fair and presume that the moving party is acting in good faith).</li> <li>• Facilitate Council meetings including, but not limited to, assisting the Council to focus on their agenda, discussions, and deliberations.</li> <li>• Control the debate on any item before the Council and the order of Councilmember speakers (speakers will generally be called upon in the order that they have requested to speak).</li> </ul> <p>Absence of Mayor</p> <ul style="list-style-type: none"> <li>• The Deputy Mayor will act as Chair if the Mayor is absent or unable to perform their duties.</li> </ul> <p>Mayor and Deputy Mayor Absence</p> <ul style="list-style-type: none"> <li>• When the Mayor and the Deputy Mayor are absent from any Council meeting, the members present may choose another member to act as Chair, and that person will have the powers of the Chair during that meeting.</li> </ul>

Committee may want to add language regarding speaking for the city; as well as role of who speaks to press?