



Office of the City Clerk
Jane Leslie

From: Leanne Scott, City Council Coordinator
 To: City Council Member
 Date: November 29, 2011
 Re: Election/Appointments of City Council Members

The following procedure has been provided in the past to help eliminate any confusion and inconsistencies; therefore, I felt it would be beneficial to provide it again.

President Opens the Floor for Nominations	
Council Members Nominate	
President Closes the Floor for Nominations <i>No Resolution is needed to close nominations</i>	
If there are more nominations than positions: <ul style="list-style-type: none"> • President asks for Roll Call Vote • Council Members Vote 	If there is exactly the number of nominees needed to fill positions <ul style="list-style-type: none"> • President announces nominee(s) have been unanimously appointed
Majority Votes are elected	If no majority vote, nominee with fewest number of votes is dropped and voting continues until majority received
Council President announces the winner	