



Office of the City Clerk  
Tina Barton

From: Leanne Scott, Deputy Clerk  
 To: City Council Members  
 Date: December 7, 2020  
 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<br><i>No Resolution is needed to close nominations</i>   |   |
| <p><b>If there are more nominations than positions:</b></p> <ul style="list-style-type: none"> <li>• President asks for Roll Call Vote</li> <li>• Council Members Vote</li> </ul> | <p>If there is exactly the number of nominees needed to fill positions</p> <ul style="list-style-type: none"> <li>• President announces nominee(s) have been unanimously appointed</li> </ul> |
| <p><b>Majority Votes</b> are elected</p>  | <p><b>If no majority vote,</b> nominee with fewest number of votes is dropped and voting continues until majority received</p>  |
| Council President announces the winner  |   |