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TO: City Council Members

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 <b><i>No Resolution is needed to close nominations</i></b>	
<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>
<p>Council President announces the winner</p>	