



Office of the City Clerk  
Leanne Scott

From: Leanne Scott, City Clerk  
To: City Council Members  
Date: December 1, 2025  
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>		
<b>If there are more nominations than positions:</b> <ul style="list-style-type: none"><li>• President asks for Roll Call Vote</li><li>• Council Members Vote</li></ul>		If there is exactly the number of nominees needed to fill positions <ul style="list-style-type: none"><li>• President announces nominee(s) have been unanimously appointed</li></ul>
<b>Majority Votes</b> are elected	<b>If no majority vote,</b> nominee with fewest number of votes is dropped and voting continues until majority received	
Council President announces the winner		