



City Council Policy: CP029 - President of the Council

Effective Date: September 16, 2025

Amends: October 8, 2024

Approved By: Governing Body

I. SCOPE

II. PURPOSE

A. To establish a procedure for selecting the President of the Council

III. RESPONSIBILITY

A. The City Council elects one of its own body as President of the Council to preside over meetings of the City Council in the absence of the Mayor. The elected Councilmember will serve as President for a term of one year, starting at the first meeting in December.

IV. DEFINITIONS

A. City Council: City Council means 12 elected Councilmembers or those persons appointed to fill vacancies on the council.

V. POLICY

A. An annual election will occur at the first December City Council meeting.

B. Only Councilmembers who attend that meeting will be eligible to nominate, be nominated, or vote for the proposed President of the Council.

C. Nominated Councilmembers must accept the nomination before a vote can be taken.

D. Councilmembers who have not served as a Councilmember for at least one year are ineligible for nomination.

E. Councilmembers who have served as the President of the Council during their current term are ineligible for nomination.

F. Councilmembers who serve in the same Ward as the current sitting President of the Council are ineligible for nomination.

G. Councilmembers cannot serve as President of the Council for two consecutive years.

H. The election of a nominated Councilmember who meets the above criteria shall be approved and confirmed by a simple majority of the City Council.

I. In the event that no Councilmember meets the above criteria, or no Councilmember meets the above criteria who accepts a nomination, any Councilmember may be nominated. That Councilmember must still accept the nomination, and that election shall be approved and confirmed by a simple majority of the City Council.

J. In the event that a sitting President of the Council resigns from the position of President of the Council, resigns or otherwise no longer serves as a Councilmember, or otherwise is unable to serve as President of the Council, an interim election will occur at the next regularly scheduled City Council meeting. That interim election will follow all of these procedures and criteria, except that the newly elected President of the Council shall only serve through the upcoming November.