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WHEREAS, City Council policies are developed for the purpose of establishing standard practices and procedures for City Council, City Boards and Commissions and City staff to follow; and

WHEREAS, these policies are updated from time to time to ensure that they are legally compliant and reflect current City practices; however, it has been many years since there has been a comprehensive review of all City Council Policy Statements; and

WHEREAS, on May 23, 2016, the City Council created an Ad Hoc City Council Policies Subcommittee (Subcommittee) for the purpose of working with staff from the City Clerk's and City Attorney's Offices to conduct a comprehensive review of the City Council Policy Statements and make recommendations to City Council as appropriate; and

WHEREAS, this long-term comprehensive review will proceed with the City Council Policy Statements being reviewed by the Subcommittee and City staff and being presented to the City Council over the course of several months; and

WHEREAS, it is the recommendation of the Subcommittee, with the concurrence of City staff, that Council Policy Statement 2010-01 (Mayoral Rotation) be amended as reflected in Exhibit A of this Resolution.

NOW, THEREFORE, the City Council of the City of Culver City, California,  
DOES RESOLVE as follows:

1           1. The City Council hereby adopts an amended City Council Policy entitled  
2 "Mayoral Rotation," which Policy is attached hereto as Exhibit "A" to this Resolution and will  
3 replace the existing Council Policy Statement 2010-01. The amended Policy, as set forth  
4 in Exhibit A, shall supersede all other previously adopted policies regarding the subject  
5 matter therein.

6           2. The City Manager is hereby authorized to format the attached City Council  
7 Policy in a format consistent with other City Council adopted policies and shall include the  
8 final version of this adopted Policy with other adopted policies.

9           3. The City Manager shall distribute the attached City Council Policy to  
10 interested parties, which include, but are not limited to, City Staff.  
11

12  
13           APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2017.  
14

15  
16           \_\_\_\_\_  
17 JIM B. CLARKE, MAYOR  
City of Culver City, California

18  
19           ATTEST:

20           APPROVED AS TO FORM:

21           \_\_\_\_\_  
JEREMY GREEN, Deputy City Clerk

22           \_\_\_\_\_  
CAROL A. SCHWAB, City Attorney

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A17-00101

## **CITY OF CULVER CITY**

### **COUNCIL POLICY STATEMENT**

Policy Number: XXXX

General Subject: XXXXXXXXX

Date Issued: 02/27/17

Specific Subject: Mayoral Rotation

Effective Date: 02/27/17

Resolution No. 2017-RXX

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### **PURPOSE**

The purpose of this policy is to provide a rotational method by which the Mayor and Vice Mayor are selected.

This Policy shall be consistent with the City Charter and other applicable laws.

### **CITY CHARTER PROVISIONS**

Section 606 of the City Charter states:

Immediately following the certification of election results for any general or special municipal election at which Council Members are elected and at the second meeting in April in odd numbered years, the City Council shall elect one of its members as its presiding officer, who shall have the title of Mayor and one of its members as Vice Mayor. Both shall serve at the pleasure of the City Council.

The Mayor shall have a voice and a vote in all City Council proceedings, shall be the official head of the City for all ceremonial purposes, and shall perform such other duties as may be prescribed by this Charter or as may be imposed by the City Council consistent with the office of Mayor. The Vice Mayor shall perform the duties of the Mayor during the absence or incapacity of the Mayor.

A Council Member who has held the office of Mayor or Vice Mayor for one year shall not be eligible for reelection to that same office until one year has elapsed.

This Policy is established in accordance with this City Charter provision. As provided in the Charter, the election of Mayor and Vice Mayor is at the pleasure of the majority of the City Council. Where there may be conflicts between the Charter and this Policy, the Charter shall prevail.

### **MAYORAL ROTATION**

It shall be the Policy of the City Council to provide for an orderly election of the

Mayor and Vice Mayor each year. To implement such transition, the following shall be the method of selecting the Mayor and Vice Mayor.

1. The Vice Mayor shall rotate annually into the Mayor's seat.
2. The Vice Mayor's seat shall be filled by the most senior member in length of uninterrupted service who has not previously served as Vice Mayor. In the case where two or members have equal seniority, then preference shall go to the member who received the most votes in the most recent election involving those members.
3. If all members have served as Vice Mayor, then the position shall be filled by the member who has served the least amount of time in that role.
4. Notwithstanding the above, a Council Member shall not sit as Vice Mayor during the last year of said Council Member's last term in office.

### **EXCEPTIONS**

This Policy shall be followed in all cases, except as set forth herein. Exceptions to this Policy may be made by a majority vote of the City Council, and only under extenuating circumstances, where the application of the rotational method prescribed herein would be contrary to the intent of this Policy.

### **OTHER LEGISLATIVE BODIES**

The members sitting as Mayor and Vice-Mayor for the City Council shall also sit as Chair and Vice-Chair, respectively, for all other legislative bodies on which the City Council serves as members.