

**Mayor**  
Lois Wynne  
**Mayor Pro Tem**  
Willard Rodarmel  
**Council Members**  
Ray Madrigal  
Eddie Neal  
William Siegel



**Office of the  
City Clerk**

119 Fox Street  
Lemoore, CA 93245  
Phone (559) 924-6700  
Fax (559) 924-9003

## Staff Report

ITEM NO. 1-4

**To:** Lemoore City Council  
**From:** Janie Venegas, City Clerk   
**Date:** November 26, 2014 **Meeting Date:** December 2, 2014  
**Subject:** City Council Reorganization – Election of Mayor and Mayor Pro Tem

---

### Discussion:

Now that the new Council is seated it is time for the reorganization of the Council, the election of the Mayor and Mayor Pro Tem. While Lemoore's Municipal Code is silent on the election of the Mayor and Mayor Pro Tem; the City's practice has been to hold an election of the Mayor and Mayor Pro Tem among the Council Members every two years.

### Duties of the Mayor include:

1. The Mayor presides over the Regular and Special meetings of the Council.
  - a. Keeps the discussion focused on the issues.
  - b. Prevents overly dominant members from having a disproportionate influence.
  - c. Solicits opinions, feelings, and positions from reticent members.
  - d. Discourages finger pointing and blame-oriented statements or questions.
  - e. Protects colleagues and staff from verbal attacks.
  - f. Encourages the generation of alternative solutions.
  - g. Protects new thought from being rejected prior to consideration.
  - h. Delays evaluation and analysis of alternatives until all are on the table.
  - i. Moves the meeting along and does not let the elected body drift off the subject at hand.
  - j. Guides the process of screening alternative and selecting a solution.
  - k. Attempts to build consensus among members during the meetings only.
2. The Mayor also has the authority to call Special Council meetings.
3. The Mayor has the authority to cancel Regular Council meetings.
4. The Mayor has the authority to suppress disorderly conduct at meetings held in the Council Chamber with the aid of the Police Chief or a Police Officer.
5. Committee/Commission appointments by the Mayor are subject to the consensus of the Council.
6. The Mayor is required to sign all Ordinances, Resolutions and City Council minutes.
7. The Mayor signs all letters from the Council.
8. The Mayor approves and signs all Proclamations.
9. The Mayor represents the City at Civic and Community functions such as:

- a. The Chamber of Commerce Annual Meeting (Proclamations presented for Citizen of the Year, Business of the Year, Organization of the Year)
- b. The Chamber Ag Dinner (Proclamations presented for Agriculturalist of the Year, Agricultural Supporter of the Year)
- c. Quarterly City/County Coordinating meetings
- d. Possible service club meetings
- e. Usually attends 5 South San Joaquin Valley Division League of California Cities meetings
- f. Miscellaneous meetings where the Mayor's presence is requested

The Mayor Pro Tem assumes the duties of the Mayor when the Mayor is not available.

**Reorganization Procedure:**

The City Clerk will chair the reorganization process. The chair shall call for nominations. Any Council Member may nominate another Council Member or himself/herself. When there are no further nominations, the chair will close the nominations and call for a motion to approve a nominee. A Council Member may make a motion to approve any of the nominees. If the motion fails, a Council Member may make a motion to approve a different nominee. Upon a second and a majority vote of the Council, a nominee shall become the Mayor. The same process is followed for the position of Mayor Pro Tem.

**Budget Impact:**

The City Council Members receive a stipend of \$300.00 per month. The Mayor receives an additional \$100.00 per month for a total of \$400.00 per month.

**Recommendation:**

Staff recommends that the City Council initiate the process for the election of the Mayor and Mayor Pro Tem.