



## Policy & Services Committee Staff Report

**Report Type: SUPPLEMENTAL MEMO**

**Lead Department: City Manager**

**Meeting Date: May 9, 2023**

Report #:2305-1407

### **TITLE**

Supplemental Memo for Referral: Discussion of City Council Procedures and Protocols

### **BACKGROUND**

This is additional information that will be helpful for the Policy and Services Committee discussion on the City Council referral related to the Procedures and Protocols Section 1 "Annual Organization of the Council" topic. The Palo Alto Municipal Code section 2.04.060 provides for selection of Mayor annually, by vote of the Council:

The Council shall elect one of its members as mayor and one as vice-mayor at the first regular Council meeting in January each year. The election of mayor and vice-mayor shall be by a vote of a majority of the members of the Council. The mayor shall be seated and assume the duties of presiding officer immediately following the election of mayor and before the election of the vice-mayor.

This procedure is also contained in Article III, Section 8 of the Palo Alto Charter:

The Council shall, at its first meeting in January, elect one of its number as its presiding officer, who shall have the title of mayor, and one of its number to be vice-mayor, who shall serve for one year after their election, and until their successors are elected and qualified.

**Attachment A** contains information on how cities in Santa Clara County and San Mateo County select their mayors.

### **ANALYSIS AND RECOMMENDATION**

While the Municipal Code can be amended by an ordinance adopted by Council, amendment of the Charter requires a vote of the people. To implement a system of rotation based on years of service and votes received in the last Council Member election, the Council would need to propose a ballot measure to be placed before the voters at a general election (November of even numbered years).

Staff recommends that the Committee recommend to Council to either:

- (1) maintain the status quo, or
- (2) set it aside until early 2024, when ballot measures for the 2024 general election might be considered.

**ATTACHMENTS**

Attachment A: Survey of Other Cities Selection of Mayor Processes

**APPROVED BY:**

Ed Shikada

## Attachment A: Survey of Other Cities Selection of Mayor Processes

### Santa Clara County cities:

City	Term	Chosen by	Local Procedure
Campbell	1 year	Council Members	Per Campbell City Clerk.
Cupertino	1 year	Council Members	<a href="#">Cupertino Rules and Regulations for Candidates</a>
Gilroy	4 years	Municipal Election	<a href="#">City website: Elections &amp; Voter Information</a> <a href="#">Gilroy Charter; Article IV Section 402</a> <a href="#">Gilroy Charter; Article IV Section 401</a>
Los Altos	1 year	Council Members	Must have served on Council at least 23 months to be eligible. If there is at least one who has not yet served as mayor but has 23 months, they are eligible before one who has already served. <a href="#">Los Altos Norms and Procedures Section 2.2</a>
Los Altos Hills			Response pending
Los Gatos	1 year	Council Members	<a href="#">Town Council Code Chapter 2 Section 2.20.035</a>
Milpitas		Municipal Election	<a href="#">City Council Handbook Chapter II Section B</a>
Monte Sereno		Council Members	
Morgan Hill	2 years	Municipal Election	<a href="#">Morgan Hill Muni Code 1.16.020</a>
Mountain View	1 year	Council Members	<a href="#">About the Council</a> <a href="#">City Charter Art. V Sec 505</a>
Palo Alto	1 year	Council Members	<a href="#">City Charter Article III Section 8</a> <a href="#">Palo Alto Muni Code 2.04.060</a>
San Jose	4 years*	Municipal Election	<a href="#">City Charter Article IV</a>
Santa Clara	4 years	Municipal Election	<a href="#">City Charter Title 2 Chapter 2.10.010</a>
Saratoga	1 year	Council Members	<a href="#">Resolution 10-002</a>
Sunnyvale	4 years	Municipal Election	<a href="#">City Charter Article IV Section 604</a>

**San Mateo County cities:**

<b>City</b>	<b>Term</b>	<b>Chosen by</b>	<b>Local Procedure</b>
Atherton	1 year	Council Members	<a href="#">Atherton Municipal Code 2.04.030</a>
Belmont	1 year	Council Members	<a href="#">Belmont Election- Mayor Term Resolution 2022-027</a>
Brisbane	1 year	Council Members	<a href="#">City of Brisbane- Election Information Resolution 2016-06</a>
Burlingame	1 year	Council Members	<a href="#">City Council Meeting Decorum Resolution 117-1999</a>
Town of Colma	1 year	Council Members	<a href="#">Town of Colma 1.02.030</a>
Daly City	1 year	Council Members	<a href="#">Daily City Code of Ordinances 2.04.015</a>
East Palo Alto	1 year	Council Members	<a href="#">City of East Palo Alto- 2.04.030</a>
Foster City	1 year	Council Members	<a href="#">Foster City Municipal Code 2.08.180</a>
Half Moon Bay	4 years	Municipal Election	<a href="#">Half Moon Bay Municipal Code 1.24.090</a>
Hillsboro	1 year	Council Members	<a href="#">City of Hillsborough 2.04.030</a>
Menlo Park	1 year	Council Members	<a href="#">City of Menlo Park Municipal Code 2.04.120</a>
Millbrae	1 year	Council Members	<a href="#">City Council Protocol - Section 8- Mayor and Vice Mayor</a>
Pacifica	1 year	Council Members	<a href="#">City of Pacifica- City Council Information</a>
Portola Valley			Response pending
Redwood City	2 years	Council Members	<a href="#">Redwood City City Charter Section 14</a>
San Bruno	3 years	Municipal Election	<a href="#">City of San Bruno Municipal Code 2.32.101 (C)</a>
San Carlos	1 year	Council Members	<a href="#">City of San Carlos- Code of Conduct &amp; Ethics Policy</a> <a href="#">City of San Carlos- Elections</a>
San Mateo	1 year	Council Members	<a href="#">City of San Mateo City Charter 2.02</a>
South San Francisco	1 year	Council Members	<a href="#">City of South San Francisco- City Council</a>
Woodside	1 year	Council Members	<a href="#">Committee Handbook; Page 12</a>