



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	Cupertino Rules and Regulations for Candidates
Gilroy	4 years	Municipal Election	City website: Elections & Voter Information Gilroy Charter; Article IV Section 402 Gilroy Charter; Article IV Section 401
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. Los Altos Norms and Procedures Section 2.2
Los Altos Hills			Response pending
Los Gatos	1 year	Council Members	Town Council Code Chapter 2 Section 2.20.035
Milpitas		Municipal Election	City Council Handbook Chapter II Section B
Monte Sereno		Council Members	
Morgan Hill	2 years	Municipal Election	Morgan Hill Muni Code 1.16.020
Mountain View	1 year	Council Members	About the Council City Charter Art. V Sec 505
Palo Alto	1 year	Council Members	City Charter Article III Section 8 Palo Alto Muni Code 2.04.060
San Jose	4 years*	Municipal Election	City Charter Article IV
Santa Clara	4 years	Municipal Election	City Charter Title 2 Chapter 2.10.010
Saratoga	1 year	Council Members	Resolution 10-002
Sunnyvale	4 years	Municipal Election	City Charter Article IV Section 604

San Mateo County cities:

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