

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-16			Mayor & Deputy Mayor Appointment Procedure
Approval	D/M/Y	Resolution #	
Amended	12/11/2010	10.04	
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STATEMENT:

The Town of Vulcan requires a policy to formalize a process for Council to appoint the positions of Mayor and the Deputy Mayor for the Town of Vulcan.

1. Mayor Appointment

- 1.1** Council shall by resolution appoint the Mayor from among the Councillors at the Inaugural Organizational Meeting following a general municipal election, and at each Annual Organizational Meeting held thereafter.
- 1.2** The term of office for the appointed Mayor shall be for a period of one (1) year and shall commence on the date of initial appointment at the Annual Organizational Meeting and shall run until the date of the following Annual Organizational Meeting.
- 1.3** The Procedure for the election of the Mayor shall be as follows:
 - a) The CAO will call for nominations from the floor for the position of the Mayor and they will be submitted to the CAO in confidence.
 - b) If only one nomination is received from the floor, and the nominee accepts the nomination, he/she shall be declared the Mayor.
 - c) If two or more nominations are received from the floor, and two or more nominees accept their nomination, the CAO will call for a vote by secret ballot.
 - d) Each member shall vote for only one of the nominees and the ballots shall be collected by the CAO.
 - e) The CAO and the Legislative Clerk shall count the ballots in a separate room. If one candidate receives a simple majority of the votes cast, the CAO shall report to Council the name of the candidate declared as the Mayor without reporting the vote count.
 - f) In the event of a tie, the CAO shall report the result to Council and the names of the candidates who received the same number of votes cast shall be written on separate pieces of paper and placed in a receptacle. The CAO shall draw one piece of paper

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from the receptacle and the candidate whose name is on that paper shall be declared as the Mayor.

- g) Council may proceed through resolution to appoint the successful candidate as Mayor for the above noted term of office.
- h) The Mayor shall take the prescribed oath of office as the next order of business.
- i) Once the position has been filled the CAO will destroy the ballots cast.

1.4 Should the office of Mayor become vacant at any point in time during the above noted term of office, Council must, at the next Council meeting, appoint a new Mayor, as outlined in Section 164 of the Municipal Government Act, Chapter M-26.

2 Deputy Mayor Appointment

2.1 The appointment of the Deputy Mayor shall be based on a rotational system whereby all Councillors are granted an opportunity to serve in this capacity over the elected term.

2.2 Council through resolution shall appoint a Councillor as the Deputy Mayor, and the Deputy Mayor shall take the prescribed oath of office.

2.3 Following the appointment of the Mayor at the Inaugural Meeting each of the six Councillors will be designated for an eight (8) month term as Deputy Mayor.

2.4 Selection of the first term shall be determined based on the previous experience as a councillor. In the event of a tie, the determining factor for sequence of term will be total votes received in the municipal election.

2.5 Should the office of Mayor be reappointed, the outgoing Mayor will be designated to the Deputy Mayor term vacated by the newly appointed Mayor.

2.6 The office of Deputy Mayor can be removed without reason or cause, by a majority vote of Council.

2.7 The Schedule for Deputy Mayor shall be as follows:

Lyle Magnuson	October 25, 2021	To	June 27, 2022
Judy Sanderson	June 27, 2022	To	February 27, 2023
Cole Dunham	February 27, 2023	To	October 23, 2023
Barbara Moore Coffey	October 23, 2023	To	June 24, 2024
Will Smith	June 24, 2024	To	February 24, 2025
Richard DeBolt	February 24, 2025	To	October 27, 2025

- END OF POLICY-