

## **STEP-BY STEP VICE MAYOR SELECTION PROCESS**

1. Mayor announces the item.
2. Mayor calls for a motion and a second to open nominations – roll call vote.
3. Mayor asks for nominations for vice mayor.
4. To make a nomination: "I move that \_\_\_\_\_ be nominated for vice mayor".  
No second is required. This process continues until no more names are offered.
5. Mayor asks if there are any more nominations. He does so 3 times.  
    "Are there any more nominations?"  
    "Are there any more nominations?"  
    "Are there any more nominations?"
6. If no other names are offered, the mayor calls for a motion and a second to close nominations – roll call vote.
7. A roll call vote is taken on the person(s) nominated for vice mayor in the order in which they were nominated. Once someone receives a majority vote, the process stops and that person is chose as vice mayor.