

2.2 The Role and Responsibilities of the Mayor Pro Tempore

The Mayor Pro Tempore (commonly referred to as the Mayor Pro Tem) is selected from the four members of the City Council who are not the Mayor and serves a one-year rotating term beginning at the first City Council meeting in January. The selection process is designed so that each elected Councilmember will have the opportunity to serve as the Mayor Pro Tempore at least once during their four-year term. The selection process is as follows:

1. In each municipal election, two members of the City Council are elected, and two members of the City Council have two years remaining in their term of office, one of which is serving as the Mayor Pro Tempore. After each municipal election, the rotation is as follows:
 - a. The current Councilmember who has not immediately served as the Mayor Pro Tempore during their current four-year term shall become the Mayor Pro Tempore.
 - b. The Councilmember just elected with the most votes from the previous election shall be the next Mayor Pro Tempore.
 - c. The Councilmember just elected with fewer votes from the previous election shall serve in the third year of their term.
 - d. The current Councilmember who just completed service as the Mayor Pro Tempore shall only serve again if elected to another term of office using the same pattern described above.

The Mayor Pro Tempore shall be seated for their term at the first regular meeting of the City Council each year. If the Mayor cannot be present or is unable to act at an official function of the Mayor, the Mayor Pro Tempore shall serve as Mayor until the Mayor can be present or is able to act.