



# MEMORANDUM

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**TO:** Mayor and Members of the City Council

**FROM:** Montre' Freeman, City Manager

**DATE:** December 8, 2023

**REF:** Consideration – Nomination and Election of Mayor Pro Tempore

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**BACKGROUND:**

Section 2.4 of the City of Elizabeth City Charter reads as follows:

*“Section 2.4. Mayor Pro Tempore. The Council shall elect one of its members as Mayor Pro Tempore to perform the duties of the Mayor during his or her absence or disability, in accordance with general law. The Mayor Pro Tempore shall serve in such capacity at the pleasure of the Council.”*

In addition, Rule 8 of the City Council Rules of Procedure reads as follows:

**Rule 8. Office of Mayor Pro Tempore**

*At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the council's pleasure. A council member who serves as mayor pro tempore shall be entitled to vote on all matters and shall be considered a council member for all purposes, including the determination of whether a quorum is present. In the mayor's absence, the council may confer on the mayor pro tempore any of the mayor's powers and duties. If the mayor should become physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare that the mayor is incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When a mayor declares that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties. If both the mayor and mayor pro tempore are absent from a meeting, the council may elect from among its members a temporary chairman to preside at the meeting.*

**STAFF RECOMMENDATION:**

By motion, nominate a member of the Council to serve as the Mayor Pro Tempore pursuant to the City of Elizabeth City Charter, Section 2.4