

Section 302. - The Mayor and Vice Mayor.

- a. *Election.* After the swearing of newly elected Commissioners, or, in years where there are no newly elected Commissioners, at the second regularly scheduled Commission meeting in March, provided at least four (4) members are present, the Commission shall, as the first order of business, reorganize, to wit:
1. The incumbent Mayor, or in his/her absence the Vice Mayor, shall ask for nominations for Mayor. After all nominations have been made and each nomination is duly seconded, the nominations shall be closed. The City Clerk shall then call the roll of Commission members and each Commissioner shall cast an affirmative vote for the Commission member of his/her choice. The Commissioner who receives a majority vote shall be elected Mayor.
 2. In the event no Commissioner receives a majority of the votes cast on the first ballot, balloting with sequential roll calls shall continue until one Commissioner receives a majority vote.
 3. Commissioners shall not nominate themselves but they may second any nomination. Only elected Commissioners shall be eligible for the office of Mayor, except that if the incumbent Mayor has served two (2) consecutive full terms, he/she shall not be re-elected to a third consecutive term as Mayor.
 4. In the event there is only one nominee and second for Mayor, the nominee shall be seated as Mayor.
 5. If there is no Mayor or Vice Mayor seated on the new or existing Commission, a temporary Commission chairman may be elected from the incumbent members for the purpose of electing a Mayor as set forth above.
 6. The newly elected Mayor shall call for nominations for Vice Mayor, and election of Vice Mayor shall be held using the same procedure and eligibility requirements as for election of Mayor. If the incumbent Vice Mayor has served two (2) consecutive full terms, he/she shall not be eligible for a third consecutive term as Vice Mayor.
- b. *Duties.*
1. The Mayor shall preside at meetings of the Commission, shall be recognized as head of the City Government for all ceremonial purposes but shall have no administrative duties except as specified in subparagraph b.2. below, or as prescribed by law. The Vice Mayor shall act as Mayor during the absence or disability of the Mayor, and likewise shall have no administrative duties. In the absence of the Mayor and Vice Mayor, the member with the longest tenure on the Commission shall preside at the meeting. In the event of a tie, the tie shall be decided by a coin toss.
 2. The Mayor shall sign all deeds, bonds, or other instruments of writing, relating or pertaining to real estate, to which the City is a party, except that the Commission may delegate this power, in specific instances, to the City Manager. The Mayor shall sign all ordinances and resolutions of Mayor shall have the power to set the date and location for regular meetings as provided by law, and call special sessions as prescribed by law and this Charter.