

Section 302. - The Mayor and Vice Mayor.

- a. *Appointment Procedures before March 13, 2029.* After the swearing in of newly elected Commissioners, or, in years where there are no newly elected Commissioners, at the second regularly scheduled Commission meeting in March, or at a special meeting called for such purpose, provided at least four (4) members are present in all instances, the Commission will, as the first order of business, reorganize, to wit:
 1. The incumbent Mayor, or in his/her absence the incumbent Vice Mayor, will ask for nominations for Mayor. After all nominations have been made and each nomination is duly seconded, the nominations will be closed. The City Clerk will then call the roll of Commission members and each Commissioner will cast an affirmative vote for the Commission member of his/her choice. The Commissioner who receives a majority vote will be appointed as Mayor for a term that ends upon the following year's reorganization.
 2. In the event no Commissioner receives a majority of the votes cast on the first ballot, balloting with sequential roll calls will continue until one (1) Commissioner receives a majority vote.
 3. Commissioners must not nominate themselves but they may second any nomination. An incumbent Mayor who has served two (2) consecutive full terms as Mayor is not eligible to be re-appointed to a third consecutive term as Mayor.
 4. In the event there is only one (1) nominee and second for Mayor, the nominee will be seated as Mayor.
 5. If there is no incumbent Mayor or incumbent Vice Mayor seated on the newly sworn-in Commission, a temporary Commission chairperson may be appointed from the incumbent members for the sole purpose of selecting a Mayor as set forth above.
 6. The newly appointed Mayor will call for nominations for Vice Mayor, and the appointment of Vice Mayor will be conducted using the same procedure and eligibility requirements as for appointment of Mayor. If the incumbent Vice Mayor has served two (2) consecutive full terms, he/she will not be eligible for a third consecutive term as Vice Mayor.
- b. *Appointment of Vice Mayor after Transition to Elected Mayor.* Commencing immediately after the March 13, 2029 Municipal Election, after the swearing in of newly elected members of the City Commission, or in years where there are no newly elected members of the City Commission, at the second regularly scheduled Commission meeting in March, or at a special meeting called for such purpose, provided at least four (4) members are present in all instances, the Commission will, as the first order of business, reorganize, to wit:
 1. The Elected Mayor, or in his/her absence the incumbent Vice Mayor, will ask for nominations for Vice Mayor. After all nominations have been made and each nomination is duly seconded, the nominations will be closed. The City Clerk will then call the roll of Commission members and each member will cast an affirmative vote for the Commission member of his/her choice. The District Commissioner who receives a majority vote will be appointed as Vice Mayor for a term that terminates upon the reorganization of the City Commission the following year.
 2. In the event no District Commissioner receives a majority of the votes cast on the first ballot, balloting with sequential roll calls will continue until one (1) District Commissioner receives a majority vote.

3. Commission members must not nominate themselves but they may second any nomination. An incumbent Vice Mayor who has served two (2) consecutive full terms as Vice Mayor is not eligible to be re-appointed to a third consecutive term as Vice Mayor.
4. In the event there is only one (1) nominee and second for Vice Mayor, the nominee will be seated as Vice Mayor.
5. If there is no Elected Mayor or incumbent Vice Mayor seated on the newly sworn-in Commission, a temporary Commission chairperson may be appointed from the incumbent members for the sole purpose of selecting a Vice Mayor, as set forth above.

c. *Duties.*

1. The Mayor will preside at meetings of the Commission, will be recognized as head of the City Government for all ceremonial purposes but will have no administrative duties except as specified in subparagraph c.2. below, or as prescribed by law. The Vice Mayor will act as Mayor during the absence or disability of the Mayor, and likewise will have no administrative duties. In the absence of the Mayor and Vice Mayor, the member with the longest tenure on the Commission will preside at the meeting. In the event of a tie, the tie will be decided by coin toss.
2. The Mayor must 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 must sign all ordinances and resolutions of the City Commission. The Mayor will have the power to set the date and location for regular meetings as provided by law, and call special or emergency meetings, or workshops, as prescribed by law and this Charter.

(Ref. of 3-12-96; Ref. of 11-2-10; Ord. No. [2020-015](#), 5-28-20; ratified by Ref. of 11-3-20; effective 11-4-20; Ord. No. [2024-019](#), § 2, 5-9-24; ratified by Ref. of 11-5-24; effective 11-6-24)