

**Mayor Pro Tem and Deputy Mayor  
Pro Tem Term Nominations, Terms  
and Election Process**

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# Purpose

**To provide background information and options relating to nominations, terms, and elections for Mayor Pro Tem and Deputy Mayor Pro Tem elections**



# Background

On the day the members of the city council take office, they shall meet at the building designated as the official city hall. (Dallas City Charter, Ch. III, Section 6).

Also, in accordance with the City Council Rules of Procedure (CCROP) and city council custom, the agenda on the day city council members take office (day of inauguration) generally includes:

- Nominations and elections of mayor pro tem and deputy mayor pro tem;
- City Council Chamber seating assignments/arrangements; and
- Choosing city council offices.



# Background

## Dallas City Charter, Chapter III, Section 11.

- The city council shall elect one of its members as mayor pro tem, who shall perform a specific duty of the mayor if the mayor is unable to discharge that specific duty, and who shall, during that time, be vested with all the powers belonging to the mayor to perform that specific duty.
- The council shall also elect one of its members as deputy mayor pro tem to act if both the mayor and the mayor pro tem are unable to discharge a specific duty and to exercise the powers of the mayor to perform that specific duty.



# Background

- CCROP state that the most recent edition of Roberts Rules of Order (RONR) shall govern the proceedings of the city council in all cases, unless they conflict with the CCROP.
- The Charter and the CCROP are silent on the process of nominations, terms of office, and the election of the mayor pro tem and deputy mayor pro tem.



# Background

- Historically, city council has:
  - made nominations for these positions from the floor;
  - elected mayor pro tem and deputy mayor pro tem for a two-year term; and
  - voted on the nominees in the order of nomination.
- In 2021 and 2022, city council reduced the terms to one year.
  - The term was from inauguration day to inauguration day.
  - There was no change to the election and nomination procedure.
  - In 2022 the new mayor pro tem and deputy mayor pro tem switched offices and seats at the horseshoe with the incoming mayor pro tem and deputy mayor pro tem.



# Methods of Nomination

- **From the floor** – chair calls for nominations at the time set for elections; no second is required.
- **By ballot** – every member's name is on the ballot, every member nominates when they cast a vote, every member receiving a vote is nominated for that office (MPT or DMPT); if nominate by ballot, cannot nominate from the floor.
- **By petition** – bylaws may provide that a member shall be a nominee upon the petition of a specified number of members (for example, five members could be specified in the CCROP to avoid quorum issues).



## Options – Terms of Office

- The length of the terms of office for MPT and DMPT should be prescribed in the society's bylaws/CCROP.
- Length of the terms of office cannot exceed two years (City Council term).
- Survey of other cities regarding MPT and DMPT length of terms range from three months to the full term of their city council term.





# Methods of Elections

## Ballot –

- Nominations for MPT and then DMPT are completed before any balloting takes place.
- Ballots and voting is collected for one office at a time.
- Where a nominee has a majority vote, the chair declares the nominee elected.
- If no majority vote, new ballots are distributed, and balloting is repeated for the office as many times as necessary to obtain a majority vote for a single nominee.

Roll call – (unusual method) is a ballot vote as noted above, but in a roll call election, the chair calls upon each member and the member declares their vote.



# Options - Elections

*Viva-Voce* (oral rather than written) –

- When there is more than one nominee for a given office in a *viva-voce* election (or an election by show of hands or by rising vote), nominees are voted on in the order in which they were nominated.
- As soon as one of the nominees receives a majority vote, the chair declares that nominee elected and voting ends.
- If only one member is nominated, the chair simply declares the nominee elected.



# QUESTIONS

