

The primary responsibility of the Deputy Mayor is to act as the Mayor's representative when the Mayor is unavailable, or, as requested by the Mayor to support Mayoral functions.

1 Relationship/Link with City Manager:

(1) The Deputy Mayor will review Council Agendas with the Mayor and City Manager.

2 Representational Role:

(1) Unless there has been a request for a particular Council member, the Deputy Mayor will act for the Mayor at public functions and ceremonies that Council or the Mayor determines appropriate.

(2) The Deputy Mayor will liaise with elected officials from other municipalities and other levels of government on matters of concern to The City.

(3) The Deputy Mayor will sign letters and proclamations as needed on behalf of the Mayor.

3 Compensation:

(1) Council members will not receive additional compensation when serving in the role as Deputy Mayor.

4 Appointments and Rotation of Appointments:

(1) The Deputy Mayors are appointed at the Organizational Meeting each year.

(2) The Mayor is authorized to appoint an alternate Deputy Mayor as needed.

(3) Council approves the rotation.

(4) The Mayor is authorized to alter Deputy Mayor rotations as needed.

Document History:

Policy Adopted	October 15, 2012
Policy Revised	March 18, 2013

Administrative Revisions:

Date:	Description:
October 10, 2017	Updated to current format.