

***April 21, 2021 City Commission meeting***  
**Proposed Voting Procedure for Appointment of the City Manager**

1. **Procedure.** The first step is for the City Commission to approve the process it will utilize to narrow the field of candidates, by simple majority vote. As outlined more fully below, the intent of the proposed voting process is to provide for an *initial* voting round to identify the top 3-ranked candidates who will proceed to the next vote, followed by a second voting round to identify the top 2 candidates who will proceed to the final vote, and a final voting round to appoint the City Manager.
2. **Discussion.** Section 4.01 of the City Charter provides for the City Commission to appoint the City Manager, and requires that **the City Manager “shall be chosen upon the basis of his or her qualifications.”** Accordingly, in order to fulfill the requirements of the City Charter, we recommend the discussion focus on each candidate’s qualifications and experience for the position.
3. **Initial Voting Round to Identify Top Three Ranked Candidates.** Following discussion, we propose that the City Commission take an initial vote to identify the top 3 ranked candidates for City Manager.
  - i. Each member will be provided with Index Cards to assist the City Clerk in conducting a “ballot” process similar to the process the City has used for many other nominations and appointments over the years.
  - ii. Each member of the City Commission will ***vote for up to three (3) candidates for City Manager, in this initial voting round.*** No particular order is required, as each listed candidate will receive one vote for purposes of identifying the top 3-ranked candidates.
  - iii. Each member will be asked to write down the name of each member’s proposed finalists on the Index Card, at the same time. The City Clerk will then ask each member to show their Index Card and announce their votes into the record.
  - iv. The City Clerk will then tabulate and announce the total rankings, based on the total number of votes each candidate received in this initial round.
  - v. **Based on the total rankings, the three (3) top-ranked candidates will proceed to the next round of voting.** If two or more candidates are tied as the third-ranked candidate, a separate “run off” vote will take place among the tied candidates, and the candidate receiving the highest number of votes will proceed to the next voting round.<sup>1</sup>

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<sup>1</sup> The procedure for an initial vote to narrow the field of candidates from 6 to 3 candidates was the procedure used to narrow the field of candidates in 2013, when the last City Manager was selected. Ultimately, whether the City Commission elects to utilize a “3-2-1” procedure, or a “4-3-2-1” procedure, to narrow the field of candidates, is for the City Commission to decide. The proposed process works the same way, provided that the (1) the top-ranked candidates proceed to the next round, with each named candidate receiving one vote for ranking purposes, and (2) a separate run-off vote is taken among tied candidates, as noted above.

4. **Voting Round to Identify the Top Two Ranked Candidates.**

- i. Once the three (3) top-ranked candidates are identified, the City Commission should discuss the 3 finalists, and their qualifications.
- ii. Each member will be provided a new Index Card and asked to simultaneously write down the name of up to **two (2) candidates** in this voting round. No particular order is required, as each listed candidate will receive one vote for purposes of identifying the two (2) top-ranked candidates.
- iii. The City Clerk will then ask each member to show their Index Card and read their vote into the record.
- iv. The City Clerk will then tabulate and announce the total rankings, based on the total number of votes each candidate received in this round.
- v. **Based on the total rankings, the two (2) top-ranked candidates will proceed to a final vote for appointment of the City Manager.** As with the initial voting round, in the event two (2) candidates are tied as the second-ranked candidate, a separate “run off” vote will take place among the tied candidates, and the candidate receiving the highest number of votes will proceed to the next, and final, voting round.

5. **Final Vote to Appoint the City Manager.**

Following discussion of the two (2) final candidates, a final vote will take place between the two (2) top-ranked candidates. This final vote for appointment of the City Manager may be made by roll call vote or acclamation.