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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIALTO, CALIFORNIA, ESTABLISHING THE PROCEDURE FOR THE APPOINTMENT OF THE MAYOR PRO TEMPORE**

**WHEREAS**, Section 36801 of the California Government Code requires the city council to choose one of its number as mayor pre tempore at the meeting at which the declaration of the election results for a general municipal election is made; and

**WHEREAS**, the city council desires to establish a procedure for the appointment of a mayor pro tempore to ensure compliance with the Government Code, to provide an objective mechanism for selecting the mayor pro tempore, and to foster stability and continuity in Council decision making.

**NOW, THEREFORE**, the city council of the City of Rialto California, does resolve, declare, determine and order as follows:

**SECTION ONE. Intent.**

It is the Council’s intent to rotate the position of mayor pro tempore among councilmembers and for the appointment to be for a meaningful period of time allowing the councilmember to have opportunities during their term to preside at council meetings, to exercise parliamentary procedure, and deepen their experience as servants of the public.

**SECTION TWO. Appointment and Term.**

In each year in which a general municipal election is held at which a Council seat is up for election, the City Council will, at its first meeting in December, following the declaration of election results and installation of officers, appoint the mayor pro tempore from among one of the four seated councilmembers as provided in Section 3. The mayor pro tempore shall also act as the vice chair of the Successor Agency, Housing Authority, and Rialto Utility Agency and of such other municipal or corporate entities of which the mayor serves as chair.

1 **SECTION THREE. Selection, Rotation and Term.**

2           The mayor pro tempore shall be the councilmember with the greatest seniority who has not  
3 previously served as mayor pro tempore. Thereafter, the position of mayor pro tempore shall rotate  
4 amongst the seated councilmembers every two years on the basis of seniority. If the qualifying  
5 councilmember does not accept the position of mayor pro tempore, then the next most senior  
6 councilmember, which has not yet served as mayor pro tempore, shall be offered the position of  
7 mayor pro tempore. If two or more councilmembers qualify for the position of mayor pro tempore  
8 by virtue of having equal seniority, then that councilmember who received the highest number of  
9 votes in the general municipal election shall be the mayor pro tempore.

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11 **SECTION 4. Vacancy.**

12           If the position of mayor pro tempore becomes vacant during the two year term, then the  
13 councilmember with the next greatest seniority shall become mayor pro tempore. Time served  
14 filling the vacated position will not be counted as that councilmember's term and that  
15 councilmember will be entitled to serve the succeeding two year term, unless by vote of a majority  
16 of the members of the city council, in the interest of equity and considering the length of time  
17 served filling the vacated position (e.g. if the position is vacated near the beginning of the term),  
18 decide to advance the rotation order and seat the next succeeding councilmember as mayor pro  
19 tempore.

20 **SECTION 5. If All have Served.**

21           If all councilmembers have previously served as mayor pro tempore, then the mayor pro  
22 tempore shall be that councilmember with the greatest seniority.

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**PASSED, APPROVED AND ADOPTED** this 28th day of January, 2025.

\_\_\_\_\_  
Joe Baca, Mayor

ATTEST:

\_\_\_\_\_  
Barbara A. McGee, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Eric S. Vail, City Attorney

1 STATE OF CALIFORNIA )  
2 COUNTY OF SAN BERNARDINO ) ss  
3 CITY OF RIALTO )

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5 I, Barbara A. McGee, City Clerk of the City of Rialto, do hereby certify that the foregoing  
6 Resolution No. \_\_\_\_\_ was duly passed and adopted at a regular meeting of the city council of  
7 the City of Rialto held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

8

9 Upon motion of Councilmember \_\_\_\_\_, seconded by Councilmember  
10 \_\_\_\_\_, the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted.

11

12 Vote on the Motion:

13 AYES:

14 NOES:

15 ABSTAIN:

16 ABSENT:

17

18 IN WITNESS WHEREOF, I have hereunto set my hand and the Official Seal of the City  
19 of Rialto, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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\_\_\_\_\_  
Barbara A. McGee, City Clerk

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