



**TOWN OF AVON SPECIAL MEETING  
THURSDAY - NOVEMBER 17, 2016  
MEETING BEGINS AT 5:00 PM  
AVON TOWN HALL, ONE LAKE STREET**

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**1. CALL TO ORDER & ROLL CALL**

**2. NEW COUNCIL SWEARING IN AND ELECTION OF OFFICERS**

2.1. READING THE NAMES OF NEWLY ELECTED COUNCIL MEMBERS (TOWN CLERK DEBBIE HOPPE)

2.2. SWEARING IN AND SEATING OF NEW COUNCIL MEMBERS (TOWN CLERK DEBBIE HOPPE)

2.3. ELECTION OF MAYOR AND MAYOR PRO TEM

2.3.1. ROLL CALL OF NEW COUNCIL (TOWN CLERK DEBBIE HOPPE)

2.3.2. NOMINATE AND ELECT A TEMPORARY CHAIRPERSON

2.3.3. NOMINATE AND ELECT MAYOR

- NOMINATIONS
- STATEMENTS BY NOMINEES
- BALLOT VOTING
- READING OF BALLOTS (TOWN CLERK DEBBIE HOPPE)

2.3.4. NOMINATE AND ELECT MAYOR PRO TEM

- NOMINATIONS
- STATEMENTS BY NOMINEES
- BALLOT VOTING
- READING OF BALLOTS (TOWN CLERK DEBBIE HOPPE)

**3. ADJOURNMENT**

A MAJORITY OF TOWN COUNCIL IS EXPECTED TO ATTEND A RECEPTION  
AT VIN 48 AFTER THE MEETING



## TOWN COUNCIL REPORT

To: Honorable Mayor and Avon Town Council  
From: Debbie Hoppe, Town Clerk  
Date: November 16, 2016  
Agenda Topic: Election of Mayor and Mayor Pro Tem

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### **OVERVIEW:**

This memorandum describes the process for election of the Mayor and Mayor Pro-Tem positions.

### **PROCESS:**

1. A Chairperson is selected by the Council. The Chairperson may be a member of Council or any other person.
2. The Chairperson does roll call.
3. Nominations are taken by the Chairperson for the position of Mayor, including the opportunity for self-nomination.
4. Each candidate then has time to speak about his/her interest in being Mayor.
5. After remarks are concluded, time is allowed for a question and answer session for each of the nominees by the entire Council, including the nominees asking questions of each other.
6. Council members then vote on a paper ballot provided by the Town Clerk, which indicate the name of the person voting and his/her vote. The ballots are collected and read out loud by the Clerk, announcing the name of the person voting and his/her selection.
7. If there is tie, the vote is repeated.
8. The same process is followed for the selection of the Mayor Pro-Tem position.

### **DUTING OF THE MAYOR AND MAYOR PRO-TEM:**

The Avon *Home Rule Charter* sets forth the election of the Mayor and Mayor Pro-Tem and duties as follows:

Section 4.3 Election of Mayor and Mayor Pro-Tem – The Mayor and Mayor Pro-Tem shall be elected from amongst the duly elected Council members by the concurring vote of four (4) Council members at its first organizational meeting held after final certification of the election results after each regular municipal election or as soon as practical after a vacancy of the position of Mayor or Mayor Pro-Tem occurs. Any vacancy of the position of Mayor or Mayor Pro-Tem shall be filled in accordance with the procedures in this Section. (Ord. 11-13 §3)

Section 4.4 Mayor and Mayor Pro-Tem - Powers and Duties – The Mayor shall preside at meetings of Council and shall exercise such powers and perform such other duties as are or may be conferred and imposed upon him by this Charter or the ordinances of the Town. The Mayor shall have the power to vote on all matters in accordance with procedures adopted by Council by motion or resolution. The Mayor shall be recognized as the head of the Town government for all ceremonial, dignitary and legal purposes and he shall execute and authenticate legal instruments requiring his signing as such official. In the absence or disability of the Mayor, the Mayor Pro-Tem shall preside at meetings of Council and shall have all powers and duties of the Mayor. (Ord. 11-13 §3) C-9



Section 4.5 Acting Mayor – In the absence or disability of the Mayor and Mayor Pro-Tem, the Council may appoint by motion a Council member to serve as the Acting Mayor at such meeting who shall preside at the meeting and shall have all powers and duties of the Mayor as regards final actions taken by Council at such meeting.