

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Eric Strong, City Manager
Date: May 16, 2017
Subject: Election of Mayor Pro Tem

City Council Action Requested:

Consideration of election of Mayor Pro Tem

Background Information:

Each year following City Council Elections the City Council has the opportunity to elect a Mayor Pro Tem. The Mayor Pro Tem must be one of the current City Council members. The provision for the duties and election of the Mayor Pro Tem are found in section 6.02(b) of the City Charter, which reads:

The Mayor Pro Tem shall be elected from among the members of the five (5) Councilmembers; shall be elected at the first regular meeting following the general City election, and shall, in the absence or disability of the Mayor, perform all the Mayor's duties.

The Duties of the Mayor, as outlined in section 6.02 (a) of the Charter are:

The Mayor of the City of Richland Hills:

- (1) Shall preside over the meetings of the City Council and perform such other duties consistent with the office as may be imposed upon him by this Charter and the ordinances and resolutions passed pursuant thereto.
- (2) May participate in the discussion of all matters coming before the Council and shall be entitled to vote in the case of a tie, but shall have no veto power.
- (3) Shall sign all contracts and conveyances made or entered into by the City and all bonds issued under the provisions of this Charter.
- (4) Shall be the chief executive officer of the City.

(5) Shall be recognized as the official head of the City by the court for the purpose of serving civil process, by the Governor for the purpose of enforcing military law, and for all ceremonial purposes.

(6) May, in time of danger or emergency, in accordance with the Texas Disaster Act of 1975, V.T.C.A., Government Code ch. 418. take command of the police and other departments and govern the City by proclamation and maintain order and enforce all laws. The Mayor's actions may not be continued or renewed for a period in excess of seven days except by or with the consent of the City Council.

Board/Citizen Input: N/A

Attachments: N/A

Staff Contacts:

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