

**CITY COUNCIL POLICY
SEATING FOR CITY COUNCILMEMBERS**

Listed below is a summary of examples utilized by other California Cities of policies received as of the writing of this report. The City did not list all cities as some cities utilize the same process. City staff did a sample of cities and provided a table for reference. It should be noted that the numbering below does not indicate any preference or ranking by the Ad Hoc Committee.

1. Mayor to sit in center of dais
 - a. Vice Mayor to sit on either side of the Mayor with Vice Mayor receiving preference for obtaining the seat.
 - b. Remaining Councilmember seating selection to be conducted by Mayor; or
 - c. Remaining Councilmembers seating selection by Seniority; or
 - d. Remaining Councilmembers seating selection by alphabet (Last Name); or
 - e. Remaining Councilmembers seating selection by City Clerk

2. Mayor shall be seated in the middle position the dais. The Vice Mayor shall be seated to the Mayor's right, and the Immediate Past Mayor shall be seated to the Mayor's left. The remaining Councilmembers shall be seated according to their seniority with the next most senior member sitting to the Vice Mayor's right, second most senior member sitting to the Immediate Past Mayor's left and so on.

Example: Councilmember Vice Mayor Mayor Immediate Past Mayor Councilmember

3. Seating preferences on the dais shall be made by the Mayor, Mayor Pro Tem and then by seniority. The Vice Mayor shall always be seated immediately next to the Mayor

4. Mayor, Vice Mayor, City Council member by order or seniority; and if equal seniority to be established by highest vote count at most recent Municipal General Election. The Mayor seat shall always be to the farthest left while facing the dais as to be closest to City Manager, City Clerk and City Attorney.