



**DATE:** December 16, 2025

**TO:** Mayor and City Council

**FROM:** City Clerk

**SUBJECT:** Mayor Pro Tempore Election: Adopt a Resolution Authorizing the Election of Mayor Pro Tempore of the City of Hayward for 2026

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) electing the Mayor Pro Tempore.

## **SUMMARY**

It is the Hayward City Council's policy to elect the Mayor Pro Tempore to perform the duties of the Mayor during the Mayor's absence or disability. The current term is based on the calendar year.

## **BACKGROUND**

Below is the pertinent excerpt from the 2023 Council Member Handbook regarding the Mayor Pro Tempore. Attachment III is the list of members who have previously served as Mayor Pro Tempore. Based on the guidelines listed below, Council Member Syrop would be the next eligible Council Member to serve as Mayor Pro Tempore should the Council choose to continue the traditional selection process.

### **MAYOR PRO TEMPORE**

*In even number years, the Council shall elect the Mayor Pro Tempore following the installation of those newly elected Council Members. In odd years, the Council shall elect the Mayor Pro Tempore at the end of the calendar year.*

*The Mayor Pro Tempore shall serve at the pleasure of the Council for the term of one year and shall be elected and removed by the affirmative votes of at least five (5) members of Council.*

*The Council shall elect a Council Member with the most seniority as a Council Member and who has not previously served as Mayor Pro Tempore. In the event two Council Members begin service in the same year, the Council Member with the highest number of votes will serve as Mayor Pro Tempore. (See City Council Minutes, 4/28/92)*

*Prior to being elected as Mayor Pro Tempore, a Council Member shall have served at least two years on the Council. The term of the Mayor Pro Tempore shall be based on the calendar year January 1<sup>st</sup> to December 31<sup>st</sup>. (Resolution 98-120 and Council Minutes, 6/26/01)*

*The Mayor Pro Tempore shall perform the duties of the Mayor during the Mayor's absence or disability. (Sec. 605, City Charter)*

## **STRATEGIC ROADMAP**

This agenda item is a routine operational item and does not relate to any of the priority projects outlined in the Council's Strategic Roadmap.

## **FISCAL IMPACT**

There is no fiscal impact associated with this report.

## **NEXT STEPS**

All related documents will be updated accordingly.

*Prepared and Recommended by:*

Miriam Lens, City Clerk

Approved by:

A handwritten signature in blue ink, appearing to read "Jennifer Ott", is written over a horizontal line.

Jennifer Ott, City Manager