



City of Petoskey

CITY CONVENTION PROCEDURE

PURPOSE OF THE CITY CONVENTION

1. Select up to two non-partisan candidates for Mayor every year.
2. Hear comments on Ward or City issues.

CITY CONVENTION MEETING AGENDA

1. Call to order.
2. Seating of Delegates.
3. Select Chairperson for the meeting.
4. Select Clerk for the meeting.
5. Select up to two candidates for Mayor.
6. Comments.
7. Adjourn.

CITY CONVENTION PARTICIPATION ELIGIBILITY

To participate in the business of this meeting you must be a certified Delegate, or a certified alternate Delegate assigned to replace an absent Delegate, per the following procedure. [Charter 3.5]

STEP 1 - CALL TO ORDER

The meeting shall be called to order at 8:00 P.M. by any Delegate or City officer, customarily the current Mayor. This person shall conduct the meeting until a Chairperson is selected.

STEP 2 - SEATING OF CITY CONVENTION DELEGATES

Name tags for Delegates and alternates shall be supplied at the City Convention by the City Clerk. Delegates shall seat themselves in reserved sections by Ward.

The person conducting the meeting shall determine if the Delegates are present in each Ward. If any Ward has absent Delegates, the person conducting the meeting shall call the roll of alternate Delegates in the order that they appear on the Certified List of Delegates and Alternates, until each vacancy is filled or until there are no more alternates on the list. These assigned alternates shall be seated with the Delegates in the section reserved for their Ward.

STEP 3 - CITY CONVENTION CHAIRPERSON SELECTION

Delegates shall select a Chairperson. The Chairperson must be a Delegate.

Nominations do not require a second. A person can nominate themselves. Not hearing any more nominations, the person conducting the meeting may close nominations. A motion and second is not required.

If more than one candidate is nominated for the position of City Convention Chairperson, an election shall be conducted. Each Delegate shall vote for only one candidate. The candidate receiving the most votes is the Chairperson.

This election could be accomplished by a voice vote, or preferably by a show of hands, but also could be accomplished by use of ballots that have been prepared on yellow paper. One Delegate from each of the Four Wards, none of whom are candidates for the position of City Convention Chairperson, then shall be selected to count and to confirm the results of the ballot election.

Upon the selection of the City Convention Chairperson, the City Convention Chairperson then would preside for the remainder of the City Convention.

STEP 4 - CITY CONVENTION CLERK SELECTION

The City Convention Chairperson would call for nominations for the position of City Convention Clerk. Similar to the position of City Convention Chairperson, only Ward delegates would be eligible to serve as City Convention Clerk.

Nominations do not require a second. A person can nominate themselves. Not hearing any more nominations, the person conducting the meeting may close nominations. A motion and second is not required.

If more than one candidate is nominated for the position of City Convention Clerk, an election shall be conducted. Each Delegate shall vote for only one candidate. The candidate receiving the most votes is the Clerk.

This election could be accomplished by a voice vote, or preferably by a show of hands, but also could be accomplished by use of ballots that have been prepared on green paper by the City Clerk. The Chairperson, and/or the Chairperson's designee(s), would count and confirm the results of a ballot election for City Convention Clerk.

STEP 5 - NOMINATION OF MAYORAL CANDIDATES

The following candidacy rules apply for Mayor, and shall be announced:

To be a candidate for Mayor, you must meet all of these criteria:

1. A resident of the City for at least one year;
2. At least 18 years of age;
3. A citizen of the United States;
4. Otherwise be qualified as a voter under the Constitution and laws of the State of Michigan; and
5. A candidate for Mayor shall not at the same time be a candidate for Councilmember. [Charter 3.1, 3.7, 3.14.]

The City Convention Chairperson would call for the nominations by City Convention Delegates of candidates for the position of Mayor for a one-year term. City Convention Delegates may decide to select only one candidate for the Mayor position, but ultimately could not select more than two candidates.

Nominations do not require a second. A person can nominate themselves. Not hearing any more nominations, the person conducting the meeting may close nominations. A motion and second is not required.

If there are more than two candidates for the position of Mayor, an election must be conducted. Each voter shall vote for only one candidate. The two candidates receiving the most votes are candidates for Mayor.

This election could be accomplished by voice vote, or preferably by a show of hands, but also could be accomplished by use of ballots that have been prepared on blue paper. The City Convention Chairperson and City Convention Clerk - and/or, at the City Convention Chairperson's option, assisted by City Convention Delegates(s), who are not candidates for the position of Mayor, shall count and confirm the results of the ballot election for Mayor candidates.

The names of the candidates for Mayor shall be certified by the Chairperson and Clerk of the City Convention and shall be filed with the City Clerk before 5:00 PM on the day following the convention. [Charter 3.8]

STEP 6 - COMMENTS

City Convention attendees may discuss any matters believed appropriate. [Charter 3.9.]

STEP 7 - ADJOURNMENT

Upon motion of a City Convention Delegate, seconded by a City Convention Delegate, the City Convention shall be adjourned. [Robert's Rules.]

Adopted: July 20, 2009