







Deputy Mayor Role and Responsibilities

Operational Strategy and Administrative Committee (OSAC)
June 26, 2026

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Role and Duties of the Deputy Mayor

The duties and expectations of the Deputy Mayor are primarily defined *by the absence* of the Mayor, rather than by the needs of the Mayor and Council for the role itself.

Tacoma City Charter

Tacoma Municipal Code 1.18

Council Rules of Procedure

State Law
(RCW 35.18.200,
RCW 35.18.210)



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The Mayor, role and responsibilities

City Charter Section 2.4 – The Mayor

- Presiding officer and voting member of the City Council
- Official head of the City for ceremonial purposes, military law, and during declarations of emergency
- Authorized to sign and authenticate ordinances, laws, etc.
- Has appointive powers, duties, and authority as conferred by law, ordinance, or charter, and where not in conflict with state law
- All provisions applicable to a Council Member still apply to the Mayor

Tacoma Municipal Code

TMC 1.18.030

- The Mayor of the City of Tacoma shall devote sufficient time to properly perform the duties and functions of the office of Mayor and, in connection therewith, beginning at such time as the said Mayor shall be entitled to receive the additional compensation for said office as hereinafter provided for, shall maintain, as nearly as practicable, regular hours at the City Hall.



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Deputy Mayor, role and responsibilities

City Charter

No explicit mention of the Deputy Mayor exists in the Charter.

Tacoma Municipal Code

1.18.010 Deputy Mayor – Office created

- There is hereby created the office of Deputy Mayor. The Deputy Mayor shall be a member of the City Council and shall be elected by the Council at its first meeting after such office becomes vacant, or as soon thereafter as practical. The term of such office shall be for one year, commencing in the year 2001

1.18.020 Deputy Mayor – Powers and duties

- The powers and duties of the Deputy Mayor shall be the same as those provided by law for the Mayor but shall be vested in and exercised by the Deputy Mayor only in the absence or disability of the Mayor.



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Council Rules of Procedure – Presiding Officer Duties

- The Mayor is the presiding officer at all meetings, and, in the Mayor's absence, the Deputy Mayor shall fulfill this role.
- The Deputy Mayor is elected by a majority of the Council Members during the first Council Meeting following the new year
- If both Mayor and Deputy Mayor are absent during a quorum, Council shall appoint one of its members to serve as presiding officer until the Mayor or Deputy Mayor returns.
- Council may select a Council Member to serve as presiding officer when Mayor and Deputy Mayor are attending remotely.



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Council Rules of Procedure – Presiding Officer Duties, continued

The presiding officer shall:

- a. Preserve order and decorum in the meeting location (both physical and remote);
- b. Observe and enforce all rules adopted by the Council for its government;
- c. Decide all questions on order, in accordance with these rules, subject to appeal by any member to the Council; and
- d. Recognize members of the Council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the Council have had an opportunity to be recognized and be heard.
- e. Retain the authority, during Public Comment and Community Forum, to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of the designated forums, and the presiding officer shall have the authority to suspend such person's right to speak, subject to the Council's right to overrule such decision.

The presiding officer, as a member of the Council, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions, as other Council Members.



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Discussion

What additional definition is needed for the Role of Deputy Mayor?

- Role or duties when the Mayor is present?
- Definition of absence, disability, or emergency?
- What else?



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