

Midway City Council
7 January 2020
Regular Meeting

Mayor Pro Tempore



Memo

Date: 2 January 2020
To: Mayor, City Council and Staff
Cc: File
From: Brad Wilson, City Recorder/Financial Officer
RE: Mayor Pro Tempore

The City Council needs to elect a mayor pro tempore at its first meeting in 2020. The election will be by secret ballot.

Utah State Code 10-3b-302 says:

(2)(a) If the mayor is absent or unable or refuses to act, the council may elect a member of the council as mayor pro tempore, to:

(i) preside at a council meeting; and

(ii) perform, during the mayor's absence, disability, or refusal to act, the duties and functions of mayor.

(b) The municipal clerk or recorder shall enter in the minutes of the council meeting the election of a council member as mayor pro tempore under Subsection (2)(a).

The mayor pro tempore should be reasonably available to fulfill their duties.

Please contact me if you have any questions.