

# Town Council Staff Report

**To:** Mayor and Town Council  
**From:** Michelle Price, Town Clerk  
**Meeting Date:** December 5, 2006

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**Subject:** Appointment of Vice Mayor

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**Background:**

The Town's Municipal Code Chapter 2.04.040 and 2.04.050 provides the method of selecting the Vice Mayor and describes the duties to be performed by the Vice-Mayor in the absence of the Mayor.

The office of Vice-Mayor shall be an appointed office. The Vice-Mayor shall be selected from amongst the members of the Council and shall be appointed by a majority vote of the Council as soon as is practical following a regular Town election or the creation of a vacancy in the office of Vice-Mayor for any reason. The Vice-Mayor shall serve a two-year term. In the case of an appointment to fill a vacancy in office, the term shall be for the remainder of the unexpired term of the former incumbent.

The Vice-Mayor shall have all the powers and duties of the Mayor should the Mayor be absent or unable to perform any of those duties for any reason.

The Town's Vice Mayor, Cynthia Saucerman was elected Mayor at the November 7, 2006, election causing the Vice Mayor seat to become vacant.

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**Recommended Action:**

1. Follow procedures from the Municipal Code and select a Vice Mayor to serve for the next two years.
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