

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: October 25, 2023
RE: Appointment of Vice Mayor

The Craig Municipal Code allows for the appointment of a member of the city council to act in the mayor's stead in his absence from the city. The city council has generally designated this person as the Vice Mayor. It is customary for the Vice-Mayor to chair council meetings in the mayor's absence. The current Vice Mayor is Chanel McKinley, who was appointed by Resolution 23-10. Section 2.04.040 B states that such appointment shall be by resolution but shall expire on the first Monday after the date of the regular election.

Chanel McKinley may be reappointed or any other council member may be appointed to the position. The appointment shall expire when the offices take effect after the 2024 election.

Recommended Motion: I move to approve Resolution 23-15, appointing Chanel McKinley as vice mayor, effective immediately and to be in effect until October 7, 2024.

**CITY OF CRAIG
RESOLUTION NO. 23-15**

A RESOLUTION APPOINTING A VICE MAYOR FOR THE CITY OF CRAIG

WHEREAS, the City of Craig Municipal Code Section 2.04.040 provides for appointment of a vice mayor by the council; and,

WHEREAS, Chanel McKinley served as vice mayor until the first Monday after the 2023 municipal election, and;

WHEREAS, _____ has agreed to act in the mayor's stead when the mayor is absent from the city and to chair council meetings in the mayor's absence , and;

WHEREAS, This resolution shall be effective immediately and shall be in effect until the first Monday after the 2024 election.

NOW, THEREFORE BE IT RESOLVED that Chanel McKinley be appointed Vice-Mayor and shall act on the Mayor's behalf when the Mayor is absent.

APPROVED this _____ day of October, 2023

MAYOR KASEY SMITH

VERONICA DANDURAND, CLERK PRO-TEM