

**TO: MAYOR AND CITY COUNCIL**  
**FROM: NEIL JENSEN, City Administrator**  
**SUBJECT: Mayor Pro-Tem**  
**MEETING DATE: January 5, 2021**

**BACKGROUND**

The Cannon Falls City Charter requires the election of Mayor Pro-Tem.

The following is the content of SECTION 2.06 MAYOR PRO-TEM of the City Charter: A Mayor pro-tem must be elected by the Council at its first regular meeting in January following the regular City election. The Mayor pro-tem presides at Council meetings in the Mayor's absence. The Mayor pro-tem may vote on all matters before the Council. The Mayor pro-tem serves until a successor is elected by the Council either upon its declaration of vacancy in the office of Mayor pro-tem or at the first regular Council meeting in January following the next regular City election. The Mayor pro-tem serves as Mayor in the event of the Mayor's disability or absence from the City or when a vacancy in the office of Mayor is declared by the Council.

**REQUESTED COUNCIL ACTION**

The Council will need to approve a motion to elect a Mayor Pro-Tem.