

Accepting Council Member Resignation and Declaring a Vacancy, LMC Model Resolution

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in ["City Special Elections."](#)

RESOLUTION NO. _____

A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.

WHEREAS, the _____ City Council has received the written resignation of _____, effective on _____, 20____.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____, MINNESOTA AS FOLLOWS:

1. The council accepts _____'s resignation as described above.

The council declares that a vacancy exists on council effective on _____, 20____.

Passed by the City Council of _____, Minnesota this _____ day of Month, Year.

Mayor

Attested:

City Clerk