

---

## City Council Regular Meeting

**DEPARTMENT:** City Secretary Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** June 5, 2023

---

**SUBJECT:**

Minute Order acknowledging and accepting the resignation of Council Place 3, Jimmy Stanford and provide staff direction. (*Staff presenter: Amanda Campos, City Secretary*)

**SUMMARY:**

Councilmember Jimmy Stanford submitted his letter of resignation on May 31, 2023 with an effective date of June 5, 2023. Per Texas Election Code for a resignation of a city councilmember the resignation must be in writing, signed and delivered to the appropriate authority having power to act on the resignation. If the authority is a governing body it can be accepted by the presiding officer (Mayor) or the City Secretary. The resignation cannot be refused. The resignation was presented in the correct format to both the Mayor and the City Secretary at the same time.

This item is for the city council to acknowledge and accept the resignation and provide direction to the City Secretary on the options available to the city council.

Texas Election Code, Texas Constitution, and the Burleson City Charter all address council vacancies and the procedure for moving forward. For council terms more than 2 years the vacancy MUST be filled within 120 days after the vacancy occurs. This can be either special election (does not need to be on an uniform election date) or by appointment made by the majority of the city council. The deadline to fill the vacancy is September 27, 2023.

At this meeting council will need to determine which option available to them they would like to carry forward. This determination will require a special meeting of the city council either to order the special election or outline the process of appointment. A special election would need to be held. There is currently no procedure for appointing someone to fill a vacancy only the option to do so. Anyone appointed must meet the requirements of a city council member for the City of Burleson.

**STAFF CONTACT:**

Name: Amanda Campos  
Title: City Secretary  
[acampos@burlesontx.com](mailto:acampos@burlesontx.com)  
817.426.9665 or 817.291.5846