



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK/ADMINISTRATIVE SERVICES DIRECTOR

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: April 22, 2025
SUBJECT: Posting Open Board Seat

SUMMARY

On April 18, 2025, Shannon Downs turned in her resignation due to moving out of town. With Shannon's resignation there is a seat open for Ward 3. An open board seat is open as an appointed position for 60 days. If not filled within 60 days a Special Election will need to be held.

A special election to fill a vacancy is "subject to the municipal election code" and must "be held as soon as practicable..." C.R.S. 31-4-303. The municipal election code requires a special election to be called at least 60 days ahead of time, and it can be held on any Tuesday that is not within the 90 days preceding a regular election or within the thirty-two days before or after a primary, general, or congressional vacancy election. C.R.S. 31-10-108.

The Town Clerk is requesting direction from the Board to post the open seat.

If given direction to post the position, information on submitting a letter of interest will be posted in the Ranchland News and on the Town website.

RECOMMENDATION

Staff recommends the Board approve posting information on the open Ward 3 Trustee position straightaway.