

**FROM THE DESK OF
JAY BRUNVAND, MINTURN TOWN CLERK**

MEMORANDUM

TO: Mayor and Town Council
FROM: Jay Brunvand, Town Treasurer/Town Clerk
CC:
DATE: 3/28/24 5:00 PM

APRIL 3, 2024 COUNCIL MEETING

Note: Following is a recommended sequence of events for the Mayor to follow in order to process the first meeting after the April 2nd municipal election.

The meeting should be called to order with the “old” members of the Council in their council seats and any newly elected officials in the public seating area. It is necessary that a quorum be established in order to call the meeting to order.

Call meeting to order:

The “old” Mayor calls the meeting to order, takes roll, and leads the meeting in the Pledge of Allegiance. Then we proceed with the swearing in.

In the event there is not a quorum, we will turn on the cameras and recorders and then swear in the elected and they will take their seats. Once seated, the mayor will call the meeting to order.

Swearing in of new Municipal Judge and Deputy Municipal Judge

The Town Clerk will first swear in the Mayor Elect and then the Mayor will swear in the Councilmembers elect.

Swearing in of new Council members:

The Mayor Elect and Council Elect members are sworn in. The Town Clerk will first swear in the Mayor Elect and then the Mayor will swear in the Councilmembers elect. (The members of the Council that were not up for re-election are not sworn in as their term simply continues.) At this point the newly sworn Mayor and Council members will assume their rolls as Mayor and Council Members with the remaining Mid-Term Council members. The former Council members may stay as audience members or they may leave.

Choice for Mayor Pro Tem:

Minturn Town Charter Section 4.2(c) states, “The Mayor Pro Tem shall be appointed by the Mayor subject to approval by the Council at the first regular meeting held after each regular municipal election and shall serve at the pleasure of the Mayor for a two-year term”.

To affect this the Mayor announces his/her choice for Mayor Pro Tem and requests a motion to accept the nomination.

Recommended motion: “I move to confirm _____ as Mayor Pro Tem.”

The meeting then continues with the agenda items.

Note: It is important to note that several of the members on the Council may want to abstain from voting to approve the minutes, etc as, due to the election they were not present on the board for the meeting, first reading, or what have you. In accordance with Robert’s Rules of Order, this is not a viable reason to abstain from the vote as it is not a defined conflict of interest. Therefore, all newly elected and midterm Council Members should be prepared to vote. Those that do abstain are recorded as an abstain and would be included in a vote for the affirmative on the motion.

Please contact me if you have any questions. j