



Town of New Castle
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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Discussion and consideration of Mayor Pro Tem selection process
Date: 04/07/2026

Purpose:

The purpose of this agenda item is to discuss and consider the 2026 Mayor Pro Tem selection process.

Per Article III of the Town of New Castle Charter – “At the first regular meeting following a general election, the Council shall appoint one of its Members as Mayor Pro Tem, who shall act as Mayor during the absence of the Mayor with all powers herein granted to the Mayor. Such appointment shall be made by a majority of the Council Members present constituting a quorum.”

As the general election is to be held on the first Tuesday following the first Monday of April in each even numbered year, which would be April 7th 2026; New Castle’s Town Charter requires that the Mayor Pro Tem be appointed during the April 21st regular Town Council meeting.

Because the Town Charter does not specify the exact selection and appointment process, town staff would like to discuss and suggest the following:

- Council members who are interested in serving as the Mayor Pro Tem shall submit a letter of interest to the Town Clerk prior to April 15th, 2026.
- Town Clerk shall distribute the letters of interest to all Town Council members no later than close of business on April 17th.
- Town Council members may review the letters of interest prior to the April 21st Town Council meeting.
- During the April 21st meeting, Town Council may hear directly from each Council member who submitted a letter of interest.
- Directly following a short informational word from all candidates, Town Council members shall each cast a written ballot vote for one of the Mayor Pro Tem Candidates.
- This process shall remain the same regardless of the number of Mayor Pro Tem candidates.

Council may wish to utilize these recommendations or make changes as needed.