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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Consider Appointment Process For Filling Vacant Town Council Seat
Date: 04/21/2026

Purpose:

The purpose of this agenda item is to consider how Town Council may wish to fill the recently vacated Town Council seat.

Per the Town Charter Section 3.6, Town Council has the option (if a vacancy occurs more than 90 days prior to the next general election) of either appointing a replacement or calling for a special election to replace such person. If Council fails to appoint a replacement within sixty days following the occurrence of a vacancy, then the Council shall schedule a special election to be held within 90 days after such failure.

Staff will review Section 3.6 of the Town Charter with Council, and Council will consider (based on the options provided in the Charter) a method for filling the vacant Council position.