



KROB LAW OFFICE, LLC
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MEMORANDUM

To: Palmer Lake Board of Trustees

From: Scotty P. Krob, Town Attorney

Date: June 10, 2025

Re: Mayor's resignation and filling mayoral vacancy

Mayor Glant Havenar has tendered her resignation. This memo is intended to address the process for accepting her resignation and the process and options available to the Town Board of Trustees for filling the resulting mayoral vacancy.

Although not required by statute or Town Code, I recommend that the Board of Trustees adopt a motion accepting her resignation, in order to provide a clear record.

The process and options for filling a mayoral vacancy in a statutory town, such as Palmer Lake, are set forth in state statute and Town code. They authorize the Board of Trustees to fill the mayoral vacancy by appointment or to set an election. Appointment requires a majority vote of the remaining Board members. If the Board does not appoint anyone within 60 days of the date of resignation, then the Town must hold a special election to fill the vacancy. The person selected as mayor, whether by election or appointment, must be a "duly qualified elector" of the Town.

Although the statute and the code set a maximum time for filling a vacancy, they do not set a minimum. Accordingly, the Board has the authority to fill the mayor vacancy at any time, beginning with when it has accepted her resignation until 60 days thereafter. [Although the Board typically provides notice and solicits applications for trustee vacancies, it is not required to do so.]

An existing Trustee can be appointed as the mayor. However, before doing so they would need to resign their position as Trustee because no person can hold multiple elected offices with the Town at the same time.