

## Vacancy from Resignation

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Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
865-974-0411 phone  
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[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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## Vacancy from Resignation

Reference Number: MTAS-1029

### EXAMPLE OF A VACANCY DECLARATION RESOLUTION RESULTING FROM RESIGNATION OF AN ALDERMAN

RESOLUTION NO. \_\_\_\_\_

#### A RESOLUTION OF THE ANYTOWN, TENNESSEE BOARD OF MAYOR AND ALDERMEN TO ACCEPT THE RESIGNATION OF ALDERMAN JOHN DOE AND DECLARING AN ALDERMANIC VACANCY ON THE BOARD OF MAYOR AND ALDERMEN.

**WHEREAS**, Article IV, Section 11 of the *Anytown* private act charter stipulates that a vacancy shall exist on the Board of Mayor and Aldermen if the Mayor or an Alderman resigns or moves his residence from the Town; and

**WHEREAS**, Alderman John Doe has advised the Board of Mayor and Aldermen that he has moved his residence from the Town of *Anytown*; and

**WHEREAS**, Alderman John Doe has submitted his written resignation to the *Anytown* Board of Mayor and Aldermen, and;

**WHEREAS**, the Anytown Board of Mayor and Aldermen respectfully wishes to accept the resignation submitted by Alderman John Doe.

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ANYTOWN, TENNESSEE AS FOLLOWS:

- I. The resignation of Alderman John Doe from the Anytown Board of Mayor and Aldermen is hereby accepted.
- II. The Board of Mayor and Aldermen hereby declares the aldermanic seat formerly held by John Doe to be vacant.

**PASSED AND APPROVED THIS 29TH DAY OF MARCH, 2011 BY A ROLL CALL VOTE OF THE ANYTOWN BOARD OF MAYOR AND ALDERMEN.**

\_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
City Recorder

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