

## Vacancy from Death

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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,

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Municipal Technical Advisory Service  
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Knoxville, TN 37921-6741  
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## Vacancy from Death

Reference Number: MTAS-1028

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

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

#### A RESOLUTION OF THE ANYTOWN, TENNESSEE, BOARD OF MAYOR AND ALDERMEN TO DECLARE VACANT THE SEAT OF ALDERMAN JOHN DOE.

**WHEREAS**, Section 10 of the Anytown private act charter stipulates that the Board of Mayor and Aldermen shall declare that a vacancy on the Board exists if the Mayor or an Alderman dies while in office; and,

**WHEREAS**, Alderman John Doe has recently passed away.

**NOW, THEREFORE**, in recognition of these facts be it resolved by the *Anytown* Board of Mayor and Aldermen:

**1. Vacancy declared.** The Anytown Board of Mayor and Aldermen hereby declares the aldermanic seat held by John Doe to be vacant as of the date of this resolution.

**2. Vacancy to be filled within thirty (30) days of this Resolution.** Pursuant to Section 10 of the Anytown town charter, the Board of Mayor and Aldermen shall, within thirty (30) days of the date of this Resolution, appoint a qualified person to fill this vacancy.

**3. Condolences extended to family and friends of Alderman Doe.** The Board of Mayor and Aldermen acknowledges Alderman Doe's many years of service to the community and extends its deepest sympathy to his family and friends.

**PASSED AND APPROVED THIS 7th DAY OF APRIL, 2011, BY A ROLL CALL VOTE OF THE ANYTOWN BOARD OF MAYOR AND ALDERMEN.**

\_\_\_\_\_  
MAYOR

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

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