**Accepting Council Member Resignation and Declaring a Vacancy, LMC Model Resolution**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the Information Memo* [*“City Special Elections.”*](https://www.lmc.org/resources/city-special-elections/)

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

**A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.**

**WHEREAS**, the \_\_\_\_\_\_\_\_\_\_ City Council has received the written resignation of \_\_\_\_\_\_\_\_\_\_, effective on \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA AS FOLLOWS:

1. The council accepts \_\_\_\_\_\_\_\_\_\_’s resignation as described above.

The council declares that a vacancy exists on council effective on \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

Passed by the City Council of \_\_\_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk