



TO: MAYOR AND TOWN COUNCIL
FROM: STACEY NELL, TOWN CLERK
RE: MAYOR PRO TEM NOMINATION & SELECTION PROCEDURE
DATE: MARCH 11, 2025

MEMORANDUM

Summary and Background: [Frisco's Home Rule Charter](#), Article 2, Section 10, states: "Section HRC-2-10. - Mayor Pro-Tem. At the first meeting, regular or special, following each regular election, the Council, by a majority vote of the entire Council, shall appoint a Councilmember as Mayor Pro-Tem for a two-year term. The Mayor Pro-Tem shall have the Mayor's powers and perform the Mayor's duties whenever the Mayor is not available."

Analysis: On occasion, the Mayor will not be available to perform official duties, for one reason or another. It's important and expected for Frisco town Council to designate a Mayor Pro Tem to act in their stead, in order to keep the Town's business moving forward in a timely manner. Such duties can be, but are not limited to: 1) Executing official documents, 2) Conducting Council Meetings, or 3) Attending events of any kind, in an official capacity.

Financial Impact: None/not applicable.

Alignment with Strategic Plan: The selection of a Mayor Pro Tem aligns directly with Frisco's Home Rule Charter, Article 2, Section 10. Complying with our Home Rule Charter relates to the Strategic Objective of **providing progress-driven Quality Core Services**. A peaceful transition of power is a required and crucial step in our local government.

Approvals:

Tom Fisher, Town Manager
Thad Renaud, Town Attorney

Staff Recommendation: Staff recommends that the Town Council undergo a nomination and selection process to select a Mayor Pro Tem, in accordance with Frisco's Home Rule Charter, Article 2, Section 10, at their first Regular Meeting.

Attachments:

None