

## **MEMORANDUM**

**To: Members of the City Commission**

**From: Lisa Agnor, City Manager**

**Date: May 6, 2016**

**Subject: Election of Acting Chairman, or Mayor Pro-Tem**

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Section 121 of the City Charter provides for the election of an Acting Chairman to act in the place of the Chairman in his or her absence. The Acting Chairman is commonly referred to as Mayor Pro-Tem because that title is more familiar to the public.