



Town of Arcola

Policy Manual

Policy Description:

Deputy Mayor

Policy Number: Council-003**Date Approved:** December 2nd, 2014**Date Revised:**

Purpose of Policy: To inform council and the public of when the Deputy Mayor acts as Mayor.

- 1) The council, may by resolution, appoint a councillor as Deputy Mayor.
- 2) The councillor who is appointed as Deputy Mayor holds office for the term for which he or she is appointed and until their successor is appointed.

A Deputy Mayor acts as the Mayor if:

- 1) The Mayor is unable to perform the duties of the Mayor; or
- 2) The Mayor is absent; or
- 3) The Mayor resigns before his/her term is up.

Council may appoint a councillor as an Acting Mayor to act as the Mayor if:

- 1) Both the Mayor and the Deputy Mayor are unable to perform the duties of the Mayor; or
- 2) Both the Mayor and the Deputy Mayor are absent.