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## MEMORANDUM

**TO:** Honorable Mayor and Commissioners  
**FROM:** Jan Smith, City Clerk-Treasurer *JS*  
**DATE:** August 24, 2021  
**RE:** Appointment of Mayor Pro Tempore

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Part I - Charter and Related Laws, Subpart A Charter, Article II - City Commission and Mayor - Commission, Division 1.- In General

**Sec. 30. - Election, duties of mayor pro tem.**

The commission shall annually elect one of its members to serve as mayor pro tempore who shall perform the duties and exercise the powers of the mayor in the mayor's absence. In the event that both the mayor and the mayor pro tempore are absent, the commission shall elect one of its members to serve as presiding officer and perform the duties of the mayor.