



# Memo

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**Date:** January 27, 2026  
**To:** Mayor, City Council and Staff  
**Cc:** File  
**From:** Brad Wilson, City Recorder/Financial Officer  
**RE:** Mayor Pro Tempore

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Subsection 10-3b-302(2) of the Utah State Code allows a council to elect one of its members as mayor pro tempore. The mayor pro tempore presides at council meetings and performs the duties and functions of the mayor if the mayor is absent, disabled, or refuses to act.

A mayor pro tempore may be elected only when needed or elected and then serve as needed. Historically, the Midway City Council has elected a mayor pro tempore and they have served as needed.

Council Member Payne was the last mayor pro tempore elected by the previous city council.

The State Code requires that the election be recorded in the minutes of the meeting but does not specify the election method to be used.

Please contact me if you have any questions.