



**RESOLUTION APPOINTING VICE-CHAIR PERSON  
ON THE TOWN BOARD**

**WHEREAS**, the town board chair performs duties on behalf of the town and the town board including, but not limited to, signing town checks, acting as the presiding officer of board meetings, and signing various documents on behalf of the town board;

**WHEREAS**, the board determines it necessary to designate a Vice-Chairperson on the town board to perform the duties of the chair in absence of the Chairperson to ensure timely and efficient operation of the board and to promote compliance with legal requirements such as the prompt payment law;

**NOW, THEREFORE BE IT RESOLVED**, that the town board of \_\_\_\_\_ Township does hereby create the position of vice-chair on the town board with all the powers of the chair to be exercised as needed in the chair’s absence;

**BE IT FURTHER RESOLVED**, that the town board shall designate, by motion, a supervisor as the vice-chair at the town=s reorganizational meeting and at such other times as it deems necessary.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

TOWNSHIP OF \_\_\_\_\_

By: \_\_\_\_\_

Attested by:

\_\_\_\_\_