



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

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**File #:** LB 20-062, **Version:** 1

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**DATE:** December 15, 2020

**TO:** Mayor and City Council

**FROM:** City Clerk

### **SUBJECT**

Mayor Pro Tempore Election: Adopt a Resolution Authorizing the Election of Mayor Pro Tempore of the City of Hayward for 2021

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II) electing the Mayor Pro Tempore.

### **SUMMARY**

It is the Hayward City Council's policy to elect the Mayor Pro Tempore to perform the duties of the Mayor during the Mayor's absence or disability. The current term is based on the calendar year.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	List of Mayor Pro Tempore