**Making Appointment to Corporate Authorized Signers, LMC Model Resolution**

*League models are thoughtfully developed by our staff for a city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the* [*Meetings Motions Resolutions and Ordinances*](https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-7-meetings-motions-resolutions-and-ordinances/) *chapter of the Handbook for Minnesota Cities.*

This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

**RESOLUTION NO.** \_\_\_\_\_

**A RESOLUTION** MAKING APPOINTMENTS TO CORPORATE AUTHORIZED SIGNERS FOR THE CITY OF \_\_\_\_\_ FOR THE YEAR \_\_\_\_\_

**WHEREAS,** it is the policy of the \_\_\_\_\_ City Council to make appointments to assign individuals as corporate authorized signers for the city government, and

**WHEREAS**, these individuals are authorized to sign approved checks and drafts on behalf of the City of \_\_\_\_\_, and

**WHEREAS,** to insure quality control two signatures are required on each check or draft.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA AS FOLLOWS:**

* + 1. That the following persons are appointed by the City Council to serve as the corporate authorized signers provided that each check or draft contain a signature of the Mayor or Acting Mayor and the City Clerk/Treasurer or Deputy Clerk for the year \_\_\_\_\_:

Describe your city’s requirements for signatures above and edit the list below as needed for your city’s positions/signers.

Mayor \_\_\_\_\_

Acting Mayor \_\_\_\_\_

City Clerk/Treasurer \_\_\_\_\_

Deputy Clerk \_\_\_\_\_

* + 1. That such appointment shall take effect on the date thereof and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA AS FOLLOWS:

Passed by the City Council of \_\_\_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk