

PROPOSED

**TOWN OF PLYMOUTH**

**RESOLUTION #1 OF 2025**

**DATED: JANUARY 13, 2025**

**A RESOLUTION TO ENSURE CONSISTENCY AND ACCOUNTABILITY IN ALL FUTURE TOWN RESOLUTIONS**

**WHEREAS**, the Town Board of the Town of Plymouth recognizes the importance of maintaining a consistent and professional standard in all official resolutions for clarity, accountability, and historical accuracy;

**NOW, THEREFORE, BE IT RESOLVED**, that all future resolutions issued by the Town Board of the Town of Plymouth shall adhere to the following standards:

1. Each resolution shall be consecutively numbered and dated to ensure chronological order and historical accuracy.
2. Each resolution shall include a clear title summarizing its purpose.
3. The names of the Town Supervisor and all board members shall be included, along with a record of who moved the motion and who seconded it.
4. The Town Clerk shall conduct a roll call vote and tabulate the vote count.
5. All voting board members present shall sign the resolution.
6. The Town Clerk shall sign and place their official seal on the resolution to certify its official status.

**BE IT FURTHER RESOLVED**, that this policy shall take effect immediately and apply to all resolutions adopted hereafter.

**Moved by:**

**Seconded by:**

**VOTE:**

- Supervisor: Patricia Murray: [Aye/Nay]
- Council Member: Ray Elsworth: [Aye/Nay]
- Council Member: Brett Wightman: [Aye/Nay]
- Council Member: Rhonda Fairbanks: [Aye/Nay]
- Council Member: Timothy Manwarren: [Aye/Nay]

**Resolution [Passed/Failed] on Date.**

**Town Clerk Virginia Brown:** \_\_\_\_\_

**Seal**