

Minutes:

- (a) Minutes of all regular and special meetings and work sessions shall be recorded. Such minutes shall be maintained in the office of the Clerk of the Appomattox Town Council. The minutes shall reflect:
- (1) the date, time and place of the meeting or session.
 - (2) the members recorded as either present or absent.
 - (3) a general description of all matters proposed, discussed, or decided: and
 - (4) record of any votes taken.
- (b) Approval of the minutes of all but closed meetings or sessions shall be considered at a regular Council meeting. It shall not be necessary to read the minutes prior to approval. Prior to approval, any member may, through the Mayor, request the privilege of amending or correcting the minutes to accurately reflect the substance of the prior meeting. If objection is made by any Council member to such an amendment or correction, a majority Vote of the Council shall be necessary for adoption of the correction or amendment. The Mayor and Clerk shall sign the adopted minutes.

SECTION B: OFFICERS

Election and Term of Chairperson and Vice-Chairman

At the first meeting in January, as needed. The Appomattox Town Council who shall elect from its membership a Vice-Mayor, each of whom shall serve a term of two years. In the case of the absence of the Mayor and the Vice-Mayor; the members present shall choose one of its members as president pro-tem.

Clerk

The Town Clerk shall be the Clerk of Council, whose duties and responsibilities shall be those set forth in State law and as delegated and directed by the Appomattox Town Council.

Parliamentarian

The Town Attorney shall serve as the Parliamentarian.

SECTION C: QUORUM AND MANNER OF VOTING

A majority of the Town Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance shall adjourn to a later time when a quorum is present to transact business.