



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of the Council
Re: Town Council Vacancy

Background: Virginia State Code states that a vacancy from Town Council must be filled by appointment within 45 days of the vacancy. We have 2 applications for the vacancy. I have attached those for your review. I will have the applicants attend the November 3 Regular Monthly Meeting for interviews. You will be able to appoint that evening. You must appoint by November 20th. If you don't appoint on November 3rd, a Special meeting will need to be called to appoint. We do not need to have a Special Election because we fall within the guidelines of having a Council election within one (1) year from appointment.

Recommended Motion for Appointment after Interviews:

I move to appoint _____ to the Haymarket Town Council filling the vacancy of Mary Ramirez for the unexpired term effective this evening, November 3, with term expiring December 31, 2026.

"Everyone's Home Town"
www.townofhaymarket.org