

ORDINANCE _____

AN ORDINANCE TO AMEND SECTION 2-96 OF THE TOWN CODE TO PROVIDE FOR
APPOINTMENT OF THE TOWN CLERK/RECORDER BY THE TOWN MANAGER

WHEREAS, Section 15.2-1536 of the Code of Virginia requires the appointment or designation of a clerk for every governing body of a locality; and

WHEREAS, Town Charter § 3-8 authorizes the Council to appoint a Recorder whose term of appointment, duties, and compensation shall be prescribed by the Council; and

WHEREAS, Town Charter Article VI creates the office of Town Manager as chief executive officer of the Town with the responsibility for proper administration of the Town government and the power to appoint all officers and employees of the Town and to remove all officers so appointed, as well as such other duties as may be required by the Council; and

WHEREAS, the Town Council has determined that it is appropriate and in the public interest to delegate the authority to appoint the Town Clerk and Recorder to the Town Manager; now, therefore, be it

ORDAINED by the Warrenton Town Council this ____ day of _____, 2023, that Section 2-96 of the Warrenton Town Code be, and is hereby, amended as follows:

Sec. 2-96. - Town recorder.

The town council shall hire and the town manager shall appoint a recorder and may appoint deputy or assistant recorders. The recorder shall attend all meetings of the town council, ~~and~~ keep a record of the council proceedings, and perform such other duties as the Town Code imposes on the recorder. ~~He~~ The recorder shall have such other functions, powers and duties as state law assigns to a clerk of a governing body or as the Town Manager may assign. may be provided by the town council. A deputy recorder shall have all the authority of the recorder in the recorder's absence, and an assistant recorder shall have such authority of the recorder as is delegated by the town manager or recorder.

Town Clerk/Recorder