



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	January 14 th , 2025
Agenda Title:	Organizational Meeting
Requested Action:	Election of the Vice Mayor and Setting of the Meeting Dates
Department / Agency Lead:	Town Council
Staff Lead:	Stephen Clough, CMC, Town Clerk

EXECUTIVE SUMMARY

The Town Code, Town Council Handbook, and State Codes outline the requirements of the Organizational meeting. The first order of business at the organizational meeting is to consider the appointment of the vice mayor and the setting of the meeting dates.

X. ORGANIZATIONAL MEETINGS

The biennial organizational meeting of the Council is traditionally at the first regular meeting in January every other year. The last organizational meeting was held in January 2023. The first order of business is for Council to consider a resolution adopting the schedule of meetings for the Town Council and to consider a resolution electing a vice mayor for the electing term.

Meeting date adoption

Biannually The Town is required under Virginia State Code § 15.2-1416. To hold an organizational meeting. The last organizational meeting was in January of 2023. The Organizational meeting adopts the Meeting dates for the next two years and elects the Vice Mayor to act as vice chair for the Town Council.

The Town Council meetings have historically been held on the second Tuesday of the month. Since 2020, the meetings have met at 9:00am in the dais chambers for a work session and then again at 6:30pm for the regular meeting with citizen input. Staff have been directed to ensure when possible that items before Council for consideration of action are presented one month prior to the action being taken to ensure opportunities for review and citizen engagement.

Work Sessions: *Informal, informational meetings at which Council may discuss specific topics or receive an in-depth presentation from staff or an outside party on a particular topic. Generally, a Work Session aims to inform Council on a topic and for Councilmembers to give staff or others general direction.*

The meeting schedule of a morning and evening session held on the second Tuesday of the month has been budgeted through the end of Fiscal Year 24-25.

Appointment of the Vice Mayor

The Vice Mayor nomination process is outlined in Robert's Rules 12th edition.

To elect the vice mayor the Mayor will call for nominations from the Council. Council Members will state, "I nominate Councilmember _____ To the position of Vice Mayor" No second is required for a nomination. After the nominations the Mayor will ask for any additional nominations from the Council and will close the nominations after discussions.

A roll call vote will be heard for the nomination after deliberation of the candidate or candidates. The Vote is neither for or against a candidate but for one candidate or for another candidate.

BACKGROUND

Town Code Sec. 4-1. - Regular meetings.

The council shall meet in regular session at least once each month.

Town Code Sec. 2-36. - Generally.

The council shall appoint from its membership a vice-mayor, who shall exercise the powers and perform the duties of the mayor during any absence or disability of the mayor.

(Code 1981, § 2-32)

Charter reference— Duties of mayor, § 5-2.

VA State Code § 15.2-1422. Electing a chairman and vice-chairman or a mayor and vice-mayor.

The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen and mayors and vice-mayors may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body.

STAFF RECOMMENDATION

Consider electing the Vice Mayor and adoption of the proposed meeting times as the first order of business at the January 14th, 2025, Regular Town Council Meeting.

Service Level/Collaborative Impact

The Vice Mayor acts as the Chair of the Council in the absence of the Mayor.

Policy Direction/Warrenton Plan 2040

The meetings of the Town Council allow policy directions and advancement of all aspects of Warrenton Plan 2040.

Fiscal Impact

The Meeting schedule is budgeted as proposed through June 30th, 2025. Additional Meetings, or changes to the proposed times will have a budgetary impact.

Legal Impact

This is a legal requirement under Virginia State Code § 15.2-1416, and Virginia State Code § 15.2-1422.

ATTACHMENTS

1. Resolution- Town Council Meetings
2. Resolution- Appointment of Vice Mayor