



Office of the Town Manager

Christopher E. Martino

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Council Meeting Date:	January 10, 2023
Agenda Title:	Organizational Meeting
Requested Action:	Consider and Vote on the Resolutions of the Organizational Meeting
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough

EXECUTIVE SUMMARY

BACKGROUND

Virginia State Code § 15.2-1416. Lays out the requirements of the organizational meeting. It is a requirement to have the dates set and subsequently posted for the Town Council Meetings

Historically since July of 2020 the Town Council Meetings have been held with a work session at 9am and the regular meeting at 6:30pm on the second Tuesday of each month.

The last organizational meeting held in July of 2020 established dates through July of 2022. An organizational meeting was held in July to advertise the meetings through January of 2023 to line up with the new Town Council members being sworn into the Council after the election moved to line up with the general election.

Historically, the Town has also used this opportunity to appoint a Vice Mayor to a two-year term, reestablish the ethics statements for the council members, establishment of Roberts rules, and reappoint members to various boards.

The adoption of Robert's Rules of Order as the parliamentary guidance for the Town Council was updated by ordinance in May of 2022.

James Hartman was elected as the Vice Mayor in February of 2022, following the Resignation of Councilmen Polster from the position. Councilman Polster was elected Vice Mayor at the July 2020 organizational meeting.

The Town Council handbook has historically been updated with the most current procedures for the Town Council and guidance for the Council on procedural questions with their interactions.

STAFF RECOMMENDATION

Staff recommends the consideration of the following Documents:

Town Council Member Binder
Resolution of the Organizational Meeting
Election of the Vice Mayor

Fiscal Impact

There is no additional fiscal impact from the organizational meeting.

Legal Impact

Per Virginia State Code § 15.2-1416. It is a requirement to hold the organizational meeting and advertise the dates of the future meetings.

ATTACHMENTS
