

Town of Windsor

Memorandum

August 12, 2025

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders IV, Town Manager

SUBJECT: Appointment to fill a Vacancy on Town Council

Background

The resignation of Vice Mayor Carr has created a vacancy on the Town Council; certain actions are required following the resignation of a Councilmember.

Specifics

Per § 24.2-228.A. of State Code, the Town Council is required to hold a public meeting at least seven (7) days prior to the appointment to announce the names of those being proposed for the appointment. This action was taken at the July 22, 2025, Town Council work session.

Per § 3.10 of the Town Charter and § 24.2-228.A. of State Code, the Town Council shall appoint a replacement within forty-five (45) days of the vacancy. This should be undertaken at the August 12, 2025, meeting.

A special election will be held at the general election in November 2025 to elect a candidate to fill the balance of the unexpired term, in this case one year.

Enclosures

None

Recommended Motion

Appointment to Council