

TOWN OF WINDSOR
P. O. Box 307
Windsor, Virginia 23487

Phone 757-242-4288 Fax 757-242-9039 E-Mail windsor@windsor-va.gov

TOWN COUNCIL WORK SESSION AGENDA
Meeting to be held at the Windsor Town Hall

July 22, 2025

6 PM

1. Call to order (6 PM) - Welcome - Mayor George Stubbs
2. Roll Call – Determination of a Quorum
3. Closed Session – Legal Advice by Counsel, Personnel
4. Reconvene Open Meeting (7:00 PM) - Welcome - Mayor George Stubbs
5. Invocation – Councilman Marlin Sharp
6. Pledge of Allegiance – Councilman Jake Redd
7. Approval of Agenda
8. Appointment – Consideration of Appointment to fill Vacancy on Town Council *
9. Adjournment

Town of Windsor

Memorandum

July 22, 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

The Town Council shall appoint a replacement within forty-five (45) days of the vacancy.

Per § 3.10 of the Town Charter: *...A vacancy on the council shall be filled within 45 days by a majority vote of the remaining members. The person appointed by council shall hold office until the qualified voters fill the vacancy by special election pursuant to Article 6 (§ 24.2-225 et seq.) of Chapter 2 of Title 24.2 of the Code of Virginia (1950), and the person so elected has qualified.*

Per § 24.2-228.A. of State Code: *When a vacancy occurs in a local governing body or an elected school board, the remaining members of the body or board, respectively, within 45 days of the office becoming vacant, may appoint a qualified voter of the election district in which the vacancy occurred to fill the vacancy...*

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.

Per § 24.2-228.A. of State Code: *...At least seven days prior to making such interim appointment, the body or board shall hold a public meeting in accordance with § 2.2-3707 at which the body or board shall announce the names of all persons being proposed for the interim appointment and shall make available for inspection each person's resume and any other materials required by the body or board...*

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

For Council consideration