



Date of Council Meeting: December 9, 2014

**TOWN OF LEESBURG  
TOWN COUNCIL BUSINESS MEETING**

**Subject:** Initiating Resolution for Town Code Amendment to Change Town Council Meetings from 7:30 p.m. to 7:00 p.m.

**Staff Contact:** Kaj Dentler, Town Manager  
Barbara Notar, Interim Town Attorney

**Council Action Requested:** Initiate an amendment to the Town Code to change the time of Town Council meetings from 7:30 p.m. to 7:00 p.m.

**Staff Recommendation:** Staff recommends changing the time of Town Council meetings to 7:00 p.m.

**Commission Recommendation:** Not Applicable.

**Fiscal Impact:** None.

**Executive Summary:** If the town council wishes to change the time of their regular business meetings and work sessions, a town code amendment must occur. A resolution must be passed to initiate a town code (ordinance) amendment.

**Background:** Virginia State Code Section 15.2-1416 governs the procedure for when governing bodies set their meeting schedule. It states, amongst other things, that a resolution must be passed if the governing body changes the meeting day, place or time.

Town Code Section 2-23 (Rules of order and procedure) states that the town council may adopt by resolution such rules of procedure as it may deem proper for its meetings and those rules of procedure, which are dated July 8, 2008, are referenced in this town code section. The rules of procedure themselves reference a meeting time of 7:30 p.m. In order to change the time of the meeting, the rules of procedure must change. These rules of procedure are referenced in Town Code Section 2-23, and therefore, a Town Code Ordinance amendment must occur.

**Attachment:** Resolution

PRESENTED December 9, 2014

RESOLUTION NO. \_\_\_\_\_

ADOPTED \_\_\_\_\_

A RESOLUTION: INITIATING AN AMENDMENT TO THE TOWN CODE TO CHANGE THE TIME OF TOWN COUNCIL MEETINGS

WHEREAS, the Leesburg Town Charter Section 2-7 (Rules of proceedings) states that the council may, by ordinance, adopt such rules as it may deem proper for the regulation of its proceedings and the time of its meetings; and

WHEREAS, the Leesburg Town Code, Section 2-23 (Rules of order and procedure) contains a reference to the rules of procedure dated July 8, 2008, attached to Ordinance No. 2008-0-18, which contains the place and time of the town council meetings; and

WHEREAS, the town council presently holds its regularly scheduled meetings at 7:30 p.m.; and

WHEREAS, the town council desires to change the time of its meetings to 7:00 p.m.; and

WHEREAS, in order to change the time for the regularly scheduled town council meetings, a public hearing must be held and an ordinance must be passed amending the rules of procedure to reflect the new time of town council meetings.

THEREFORE, RESOLVED, the Council of the Town of Leesburg in Virginia resolves to:

Hold a public hearing to pass an ordinance to amend the Town Code and rules of procedure of July 8, 2008, to change the time of town council meetings from 7:30 p.m. to 7:00 p.m.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Kristen C. Umstatt, Mayor  
Town of Leesburg

ATTEST:

\_\_\_\_\_  
Clerk of Council