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EXECUTIVE DIRECTOR

KIMBERLY A. WINN

MAGAZINE

VIRGINIA TOWN & CITY

TO: Key Officials
FROM: Kimberly A. Winn, Executive Director
DATE: September 9, 2015
RE: Voting at the Business Meeting

The rules for voting by member localities during the Business Session are set out in Article IV, Section 6 of the League Constitution:

"Representatives. The mayor or board chairman, as the case may be, of each active member shall be deemed to be its official representative for the purpose of voting upon matters considered by an annual or special meeting of the League. In lieu of the mayor or board chairman, the governing body of a member may designate another official of the member to vote on behalf of the member. Such designation shall be in writing filed with the Executive Director or such other person acting as Secretary of the meeting prior to any vote. In the absence of the mayor or board chairman or other officers designated by the governing body as above specified at a vote taking, a majority of the elected and appointed officials present and registered at the meeting may file with the Executive Director or Secretary of the meeting in writing designating one of the member's officials present to vote in behalf of the member, and said filing to be in advance of the taking of any vote in which such person casts a vote."

VML's principle is that each locality that attends should be entitled to one vote at the business meeting. The rules are set up to ensure that.

Voting may not be by proxy. If the mayor or chair is not going to be at the business meeting, please complete the enclosed form (**Attachment A**) and return by September 21 to certify your locality's voting delegate during the Conference's Business Meeting on Tuesday, October 6. If you are not sure who will be present at the Business Session, credentials may be certified at the registration desk during the Conference or prior to the start of the business meeting. Each member locality has one vote at the business meeting. This voting certification does not exclude others from your locality from participating in discussions during the Business Session.

At the business meeting, VML staff will check in each attending member locality. Any vote that is contested or not unanimous will be by voice roll call administered by the presiding officer. The goal is that each locality attending the business meeting has the opportunity to cast a vote.

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

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e-mail@vml.org
www.vml.org

CERTIFICATION OF VOTING DELEGATE
AND ALTERNATE
BUSINESS SESSION

Virginia Municipal League Annual Conference
Richmond, Virginia
Tuesday, October 6, 2015

Voting Delegate:

Name _____

Title _____

Locality _____

Alternate Voting Delegate:

Name _____

Title _____

Locality _____

Certified by:

Name _____

Title _____

Locality _____

Return by September 21, 2015 to:

Virginia Municipal League
P.O. Box 12164
Richmond, Virginia 23241
FAX: (804) 343-3758
Email: e-mail@vml.org

PRESENTED September 22, 2015

RESOLUTION NO. 2015-

ADOPTED _____

A RESOLUTION: DESIGNATING A VOTING MEMBER FOR THE 2015 VIRGINIA MUNICIPAL LEAGUE (VML) BUSINESS SESSION

RESOLVED, by the Council of the Town of Leesburg in Virginia that _____ is designated as the voting member representing the Town of Leesburg at the 2015 Virginia Municipal League Business Session on Sunday, October 6, 2015.

PASSED this 22nd day of September, 2015.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council