

TO: Key Official

FROM: Michelle Gowdy, Executive Director

DATE: September 10, 2019

RE: Voting at the Business Meeting

The Virginia Municipal League (VML) Annual Business meeting will take place during the VML Conference on Tuesday, October 8, 11:45 a.m., at the Hotel Roanoke and Conference Center. The rules for voting by member localities during the Business meeting are set forth in Article IV, Section 6 of the League Constitution, <https://www.vml.org/organization/about-the-league/> - which is set out below for your review. Each member locality that attends is entitled to vote at the business meeting. Voting may not be by proxy.

Please use the link below to certify your locality's voting delegate, no later than Friday September 27, 2019. If you are not sure who will be present at the Business Meeting, credentials may be certified at the Information Desk outside Roanoke Ballroom on Tuesday, October 8, starting at 7:30 a.m. and must be picked up prior to the start of the business meeting. This voting certification does not exclude others from your locality from participating in discussions during the Business Meeting, however, each member locality has only one vote at the business meeting. If a vote is contested or is not unanimous, the voting delegate will hold up the flag at the time the vote is taken.

Designation of Voting Delegate link: [Designation of Business Meeting Voting Delegate Form](#)

If you have any questions, please contact Joni Terry, jterry@vml.org.

Article IV, Section 6 of the League Constitution:

6. Voting Representation. The Mayor or Board Chairman, as the case may be, of each regular 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 regular member may designate another official of the member to vote on behalf of the member. Such designation shall be by 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 officer designated by the governing body as above specified at a vote taking, a majority of the elected and appointed officials present and registered at a meeting may file with the Executive Director or Secretary of the meeting in writing designating one of the regular members' officials present and registered to vote in behalf of the member, said filing to be in advance of the taking of any vote in which such person casts a vote.