



To: VML Members
From: Michelle Gowdy, Executive Director
Date: September 18, 2023
Re: Voting at the Annual Business Meeting

The Virginia Municipal League (VML) Annual Business meeting will take place during the VML Conference on Monday, October 9th at 1:30pm at the Downtown Marriott in Norfolk. The rules for voting by member localities during the Business Session are set out in Article IV, Section 6 of the League's Constitution.

For reference, a copy of the VML Constitution is [available here >](#).

VML's principle is that each locality that is a member should be entitled to vote at the Annual Business Meeting. As such, each locality must **designate a voting delegate by Friday, September 29th**.

To designate the voting delegate for your locality, please send the following information to Keyara Johnson at kjohnson@vml.org:

- Name of your locality
- Voting delegate's name and title
- Voting delegate's official email address

Prior to the meeting, your voting delegate will be provided guidance on the voting process.

It's important to note that while each member locality has only one vote at the business meeting, this does NOT exclude others from your locality from participating in discussions during the meeting. We encourage any local officials or staff who would like to attend the meeting to do so.

If you have any questions, please contact Michelle Gowdy at mgowdy@vml.org.

Thank you and we look forward to seeing you in Norfolk!