



## CITY OF POQUOSON

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Office of the City Manager

J. Randall Wheeler

January 9, 2017

**To:** City Council

**From:** City Manager

**Subject:** **Election of Vice Mayor and Appointment of the City Manager, City Clerk, City Attorney, and Deputy City Clerk**

Article IV of the City Charter provides for the election by majority vote of a Vice Mayor from the members of Council whose responsibility will be to perform the duties of the Mayor in his absence or disability. It also requires the appointment of a City Manager, City Clerk, and City Attorney at the first meeting in January or as soon as practicable following a councilmanic election.

Presented therefore for your consideration are resolutions electing the Vice Mayor and making the other necessary appointments to also include the Deputy City Clerk.

JRW/ei

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

**A RESOLUTION ELECTING A VICE MAYOR  
OF THE CITY OF POQUOSON, VIRGINIA**

**BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That pursuant to Article IV, Section 3 of the City Charter the following member of Council is elected as Vice Mayor of the City of Poquoson, Virginia whose responsibility shall be to perform the duties of the Mayor in his absence or disability.

**Name**

**Section 2:** That this resolution shall be in effect on and after its adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**City Clerk**

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

**A RESOLUTION APPOINTING THE CITY MANAGER  
OF THE CITY OF POQUOSON, VIRGINIA**

**WHEREAS**, Article IV, Section 3 of the City Charter of the City of Poquoson, Virginia requires the appointment of the City Manager as soon as practicable following a councilmanic election.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the following person be and the same hereby is appointed as City Manager of the City of Poquoson, Virginia:

NAME

**Section 2:** That this resolution shall be in effect on and after its adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**City Clerk**

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

**A RESOLUTION APPOINTING THE CITY CLERK  
OF THE CITY OF POQUOSON, VIRGINIA**

**WHEREAS**, Article IV, Section 3 of the City Charter of the City of Poquoson, Virginia requires the appointment of the City Clerk as soon as practicable following a councilmanic election.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the following person be and the same hereby is appointed as City Clerk of the City of Poquoson, Virginia:

NAME

**Section 2:** That this resolution shall be in effect on and after its adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**City Clerk**

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

**A RESOLUTION APPOINTING THE CITY ATTORNEY  
OF THE CITY OF POQUOSON, VIRGINIA**

**WHEREAS**, Article IV, Section 3 of the City Charter of the City of Poquoson, Virginia requires the appointment of the City Attorney as soon as practicable following a councilmanic election.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the following person be and the same hereby is appointed as City Attorney of the City of Poquoson, Virginia:

NAME

**Section 2:** That this resolution shall be in effect on and after its adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**City Clerk**

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

**A RESOLUTION APPOINTING THE DEPUTY CITY CLERK  
OF THE CITY OF POQUOSON, VIRGINIA**

**BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the following person be and the same hereby is appointed as Deputy City Clerk of the City of Poquoson, Virginia whose responsibility shall be to perform all the duties of the City Clerk in his/her absence:

**NAME**

**Section 2:** That this resolution shall be in effect on and after its adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_  
City Clerk