

## **Outline of the process to appoint an Interim Council Member**

On February 6, 2025, at the Irvington Regular Called Meeting, Bonnie Schaschek submitted her resignation to Council citing unforeseen circumstances that were impacting her ability to serve. Her resignation was accepted by Council, with the effective date of March 13, 2025. An announcement regarding Ms. Schaschek's resignation from Council was then posted on the website on February 10, 2025, with copies also posted at the Irvington Post Office and on the Town Office door.

An ad was run in the Rappahannock Record announcing the vacancy on February 13<sup>th</sup> and February 20<sup>th</sup>. Instructions were given on how voting residents of Irvington could apply for consideration of an interim appointment to serve on Council through the end of this year. Interested individuals had until Friday, February 28<sup>th</sup> to submit their applications. The town received two letters of interest.

Regarding next steps:

1. **Public Announcement:** A new provision in the 2024 state code requires that, at least 7 days before making an interim appointment, the town must publicly announce the names of all applicants at a Town Council meeting. The town plans to fulfill this requirement at the March 13 Town Council Regular Called Meeting.
2. **Voting on Replacement:** There has been a question regarding whether a resigning council member can vote on their replacement. Based on Section 24.2-228 of the state code, the consensus from the Town Attorney (and others consulted) is that a resigning member cannot vote on their own replacement. A vacancy does not exist until the resignation becomes effective, and the Council cannot vote until the vacancy is officially created.
3. **Appointment Deadline:** Article III, Section 4 of the Town Charter requires that a vacancy be filled by council appointment within 15 days of the effective date, or the power to appoint a replacement is granted to Lancaster County Circuit Court. To meet this deadline, the Clerk has scheduled a special called meeting for 6:30 on March 20<sup>th</sup> for the Council to deliberate in closed session and vote on the appointment in open session.
4. Additionally, state code mandates that the Council petition the court for a special election within 15 days of the vacancy. So, by March 28<sup>th</sup>, the town will also file paperwork requesting a special election be held on Nov 4, 2025. The special election will be for the public to select a replacement who will serve the remainder of the term during the 2026 calendar year.