

TOWN OF WISE, VIRGINIA
ORGANIZATIONAL MEETING

*****AGENDA*****

MONDAY, JANUARY 13, 2025 – 7:00 P.M.
Council Chambers – Wise Municipal Building
501 West Main Street – Wise, VA 24293

(CLERK OF COUNCIL PRESIDING – Items I-V)

- I. Call to Order by Chair Pro-Tem**
(The Clerk of Council will act as Chair Pro-Tem until the Mayor is appointed by Council.)

- II. Roll Call** (*conducted by Clerk of Council*)

- III. Election of Mayor by Council** (*nominations*):

The Chair Pro-Tem announces “Nominations are now in order for the office of Mayor of the Town of Wise for a term of two years.”

I NOMINATE _____ TO SERVE AS MAYOR
FOR A TERM OF TWO YEARS

After a person has been nominated and the nomination has been seconded, the Chair Pro-Tem announces “Mr./Ms. _____ has been nominated for the office of Mayor with a second by _____.
Are there any further nominations for the office of Mayor?” (If there are other nominations, the same procedure as above is followed.)

After all nominations have been received, the Chair Pro-Tem states that the roll will be called for appointment of _____ for the office of Mayor of the Town of Wise. (The roll is then called for the first person nominated, then the second, etc.)

[If a Council Member should make a motion to appoint a person as Mayor (rather than a nomination) and the motion is seconded, and then someone makes a substitute motion that someone else be appointed, and that motion is seconded, then the substitute motion receives a roll call vote first (unlike nominations wherein the first nomination receives a roll call vote.)]

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After the roll call vote, the Chair Pro-Tem announces “Mr./Ms. _____ has been elected Mayor of the Town of Wise for a term of two years.”

IV. Oath of Office to Mayor (*administered by Clerk of Council*)
Passing of the gavel

V. (MAYOR PRESIDING)

Election of Vice Mayor by Council (*nominations*)
(After the roll call vote, the Mayor announces “_____ has been elected Vice Mayor of the Town of Wise for a term of two years.”)

VI. Oath of Office of Vice Mayor (*administered by Mayor*)

VII. MOTION TO GO INTO CLOSED SESSION

Personnel Matters

Said closed meeting held for the purpose of and including discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the public body as permitted by Virginia Code § 3711 (A)(1).

VIII. MOTION TO RECONVENE IN OPEN SESSION

IX. CERTIFICATION OF Closed Meeting – CM Resolution No. 1, 2025

X. Appointment of Town Manager (*by Council motion*)
(After the roll call vote, the Mayor announces “_____ has been appointed to the position of Town Manager to serve for a term of two years and at the will and pleasure of Town Council.)

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XI. Appointment of Town Clerk/Treasurer *(by Council motion)*

(After the roll call vote, the Mayor announces “ _____
has been appointed to the position of Town Clerk/Treasurer to serve for a
term of two years and at the will and pleasure of Town Council.)

XII. Appointment of Chief of Police *(by Council motion)*

(After the roll call vote, the Mayor announces “ _____
has been appointed to the position of Chief of Police to serve for a term of
two years and at the will and pleasure of Town Council.)

XIII. Appointment of Town Attorney for Civil Matters *(by Council motion)*

(After the roll call vote, the Mayor announces
“ _____ has been appointed to the position of Town
Attorney to serve for a term of _____ and at the will and
pleasure of Town Council.)

XIV. Oath of Office for New Appointees *(administered by Mayor)*

XV. Establish Salary of Mayor and Council Members *(by Council motion)*

**XVI. Establish Date and Time of Regularly-Scheduled Town Council
Meetings** *(by Council motion)*

Resolution No. 1, 2025

**“A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
WISE, VIRGINIA PRESCRIBING THE DAY, PLACE, AND TIME
FOR ALL FUTURE MEETINGS OF THE GOVERNING BODY
UNTIL THE NEXT BIENNIAL ORGANIZATIONAL MEETING”**

XVII. Adjournment *(by Council motion)*