

Background and Application Instructions for the Vacant Town Council Seat

July 11, 2019

This is to provide a summary on the Town of Amherst's plan and procedure to fill the vacant seat on the Town Council and to provide consistent information to all interested individuals.

The vacancy was created by an individual that was elected on November 6, 2018. Laws pertaining to this situation are contained in Article II, Sections 2 and 4 of the Town Charter, §24.2-225 through § 24.2-229.1 of the Code of Virginia, and Sec. 2-30 of the Town Code. §24.2-228 of the Code of Virginia requires the appointee to be a qualified voter in the Town of Amherst.

Duties of the Town Council are as described in the Town Charter, the Town Code and the Code of Virginia. Regular Town Council meetings are held on the second Wednesday of each month at 7:00 PM in the Council Chambers of the Town Hall. The individual appointed would serve until after a successor is certified during the November 2019 general election process.

Applicants should complete a Town of Amherst Application for Appointment to Town Council form available on the Town's web site at www.amherstva.gov and return a signed copy to the Town Hall at townhall@amherstva.gov or 174 S. Main Street; P.O. Box 280; Amherst, VA 24521. Submission of a resume and other relevant material is encouraged but optional.

General inquiries via telephone or in person are discouraged. Applications will be reviewed on the basis of apparent qualifications and interviews. Applications will be received up until the position is filled but the following timetable is envisioned:

- August 5 – Application review begins
- August X, 6:00 PM – Scheduled interviews and vote to appoint during a special Town Council meeting
- Selected individual takes the required oath of office
- August 14, 7:00 PM – New Town Councilor participates in the monthly Town Council meeting

Appointment to Town Council

The Town Council of the Town of Amherst is accepting applications from individuals who desire to be appointed to a vacant seat on the Town Council. Interested individuals who are registered to vote in the Town of Amherst are invited to apply before August 5, 2019. Information on the process, including the application form, can be found [HERE](#).
