



Councilmember Election and Transition



April/May
2024

COIA & FOIA Training
Options online through Virginia
Dept. of Legislative Services

Filing Deadline

All local elected roles

No dictate regarding City Employees engaging in
campaign activities outside of work

No campaign related expenses may be
incurred with District funds

11 June
2024

July 2024

Summer Council Advance

Goal Setting | Budget Setting | End-of-Year
Succession

90 Day Prohibition Period

No Councilmembers may authorize new
grants

No publications related to *contested* Council
seats can be funded with public monies
[City Code Chapter 2, Article II, Section 2-34 (c), (d)]

7 August
2024

5
November
2024

Election Day

6
November
2024

Identify Outgoing Councilmembers and Liaisons

Prepare Appropriate Documentation

November
2024

Administrative Separation Work

Confirm separation agreements, terms,
funding

Document Retention and Succession

Last Formal Council Meeting for the year

9
December
2024

Administrative Separation Work

Finalize necessary off boarding
documentation and corresponding
procedures; Begin on boarding
documentation and corresponding
procedures
Document Retention and Succession

9
December
2024

Res. 2019-R017

No more than 50% of *contested* District funds
may be spent or encumbered before
December 31st

-
\$16,088.50

31
December
2024

2 January
2025

Administrative OnBoarding Work

Finalize necessary documentation and
corresponding procedures
-
Document Retention and Succession

6 January
2025

City Orientation

Organizational Meeting (Swearing in)
-
OD Standing Committee
Election of Vice/President
Standing Committees
Develop Schedules for Key Initial Meetings
Arrange 1:1s with new Councilmembers, Council
Offices and Administration

13 January
2025

First Formal City Council Meeting for the Year

