



**Welcome** to the Williamsburg City Council meeting. Thank you for attending. We hope you will find the following information both interesting and useful. Please contact me at 220-6103 if you need additional information.

*Donna Scott  
Clerk of Council*



## CITY VISION

*“Williamsburg will become an evermore safe, beautiful, livable city of historic and academic renown, served by a city government - cohesively led, financially strong, always improving - in full partnership with the people who live, work and visit here.”*

# Williamsburg City Council



## 2010

### Williamsburg City Council Members

**Clyde A. Haulman**, Mayor  
**Paul T. Freiling**, Vice-Mayor  
**Judith N. Knudson**, Council Member  
**D. Scott Foster, Jr.**, Council Member  
**Douglas G. Pons**, Council Member

## City Government Structure

The City of Williamsburg has operated under the Council-Manager form of government since 1932. Five City Council members are elected at-large and serve for four years. Terms are not limited. Council terms are staggered with elections being held the first Tuesday in May, every even numbered year.

The Mayor and Vice-Mayor are chosen among Council members every two years in July at the "Organizational Meeting," following the election. At that same meeting, the City Manager, City Attorney, and Clerk of Council are appointed by Council members. The City Manager carries out the policies set by City Council and administers city programs. The City Attorney provides legal advice to the Council and the Administration.

Local government powers are conferred on the elected City Council by the Commonwealth of Virginia and the Citizens of Williamsburg by way of the democratic process. Powers are defined by the City Charter, the Code of Virginia, and the Virginia Constitution, and include the ability to pass ordinances and resolutions that appropriate money, levy taxes, and require licenses; adopt an annual budget; pass emergency measures to preserve the public peace, property, health and safety; appoint members of Boards and Commissions, and review administrative decisions.

**Jackson C. Tuttle, II**, City Manager  
**Christina Workman Shelton**, City Attorney

## Council Meetings

Regular City Council meetings start at **2:00 p.m.** on the **second Thursday** of each month in the Council Chambers. Work sessions are held the **Monday before the regular City Council meeting**. Special meetings may be called at the request of the Mayor, City Manager, or two members of the Council. Public notice of all meetings is provided as prescribed by The Virginia Freedom of Information Act.

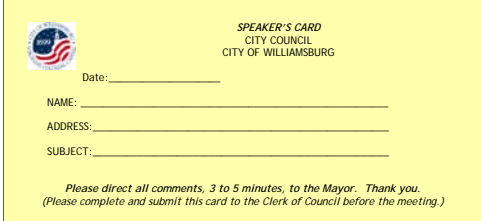
### City Council agenda items:

- **Matters of Special Privilege.** Items of public interest, recognition of people, events, and awards.
- **Public Hearings** give the Council the opportunity to hear opinions from citizens on particular matters affecting public policy and community issues. The Mayor opens the public hearing and citizens are invited to speak. A speaker's card is not required.
- **Reports and Recommendations** from the City Manager, City Attorney, Planning Commission and other advisory boards are received and most often require action by City Council.
- **Award of Bids.** Council takes formal action to authorize the purchase of materials or the execution of contracts.
- **Ordinances and Resolutions.** Legal instruments whereby Council establishes public policy either in the form of local laws (ordinances) or formal statements of fact and intent (resolutions).
- **Appointments to Boards and Commissions.** Council appoints citizens to serve on various area boards and commissions.

## Open Forum

Open Forum is the portion of the meeting allotted for Council to receive public comment on any topic. Speakers should address the Mayor and limit their comments to three to five minutes. Open Forum sessions are held at regular meetings and at work sessions.

A "Speaker's Card" (found at the entrance to the Council Chambers) should be completed and given to the Clerk of Council prior to the meeting.



The form is titled "SPEAKER'S CARD CITY COUNCIL CITY OF WILLIAMSBURG" and features a small American flag icon. It includes fields for "Date:", "NAME:", "ADDRESS:", and "SUBJECT:". At the bottom, it contains the instruction: "Please direct all comments, 3 to 5 minutes, to the Mayor. Thank you. (Please complete and submit this card to the Clerk of Council before the meeting.)"

### The Role of the Clerk of Council

Minutes must be kept of all meetings of Council, including work sessions and special meetings. The Clerk is responsible for recording Council proceedings and is the custodian of official City documents including minutes, ordinances, and resolutions.

### Keeping you informed....

The City Council Agendas and recent City Council Minutes are available on the City's web site at:

**[www.williamsburgva.gov](http://www.williamsburgva.gov)**

Regular meetings and work sessions are televised on Local Government Channel 48. Whenever possible, meetings are re-televised the same evening or the next morning.