



# Be a Part of the Strasburg Town Council

*The Strasburg Town Council is accepting applications to fill  
a vacancy.*

Applicants should complete a  
**Town of Strasburg Application for Appointment to Town Council**  
available from the Clerk of Council via email ([akeller@strasburgva.com](mailto:akeller@strasburgva.com))  
or by calling 540-465-9197.

A completed and signed copy should be returned to Clerk of Council at  
[akeller@strasburgva.com](mailto:akeller@strasburgva.com) or by mail or in person to:

Amy Keller  
174 E. King Street  
PO Box 351  
Strasburg, VA 22657

Submission of a resume and other relevant materials is encouraged but optional.

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**ALL applications must be received no later than 5 p.m. on  
Friday, July 28, 2023.**



### Background and Application Instructions for the Vacant Town Council Seat

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

The vacancy was created by an individual elected in July 2020. Laws pertaining to this situation are contained in Section 3-b of the Town Charter, and § 24.2-225 through §24.2-229.1 of the Code of Virginia. §24.2-228 of the Code of Virginia requires the appointee to be a qualified voter in the Town of Strasburg.

Duties of the Town Council are described in the Town Charter, the Town Code and the Code of Virginia. Regular Town Council meetings are held on the second Tuesday of each month at 7:00 p.m. in the Council Chambers of Town Hall. Town Council Work Sessions are typically held on the first and third Monday of each month, when needed.

Applicants should complete a Town of Strasburg Application for Appointment to Town Council form available from the Town Clerk via email [akeller@strasburgva.com](mailto:akeller@strasburgva.com) or (54) 465-9197, the completed signed copy should be returned to Town Clerk at [akeller@strasburgva.com](mailto:akeller@strasburgva.com) or 174 East King Street, Strasburg, VA 22657. 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:

- July 31, 2023 – Applications will be reviewed by staff and Town Council at the Town Council Meeting (7:00 p.m.)
- Town Council may schedule interviews (Date To Be Determined) and vote to appoint during a Town Council meeting.
- Selected individual takes the required oath of office.
- New Town Councilor participates in the next scheduled Town Council meeting following the required oath of office.

The Town of Strasburg does not discriminate based on race, color, national origin, religion, sex, gender identity, ( including gender expression) sexual orientation, disability, age, marital status, family/parental status, income derived from public assistance programs, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program of activity funded by USDA Rural Development.

**TOWN OF STRASBURG  
APPLICATION FOR APPOINTMENT TO TOWN COUNCIL**

The following contact and biographical information is requested for each applicant for appointment to the Town Council. When completed, please return to: Town of Strasburg, Attn: Town Clerk, 174 East King Street, Strasburg, VA 22657 or by email to [akeller@strasburgva.com](mailto:akeller@strasburgva.com). Applicants are advised that all information provided will be made available to the public and will not be considered subject to confidentiality as an exception the Freedom of Information Act.

Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone No: Office \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Length of time at present address: \_\_\_\_\_

Are you registered to vote in the Town of Strasburg elections? \_\_\_\_\_

Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_

Current employment position: \_\_\_\_\_

List specific information which might qualify you for this appointment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in serving on the Town Council?

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\_\_\_\_\_

\_\_\_\_\_

*Please feel free to attach other information or documentation.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date