

WELCOME TO THE TOWN COUNCIL MEETING INFORMATION & GUIDELINES FOR PARTICIPATION

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Council encourage participation whenever possible to make your voice heard.

Types of Agenda Items

Citizen's Time: Individuals may address the Council on any matter not listed on the agenda as a public hearing. This is your time to address your Council and share what's important to you. Each speaker has up to three minutes to address Council. When called to the podium, speakers should state their name and address for the record. Copies of written statements and supporting materials should be given to the Town Clerk for the record. The Mayor will establish the order of speakers and will maintain decorum. Citizen's Time is not designed as a question and answer session or a debate.

Work Sessions: Informal, informational meetings at which Council may discuss specific topics or receive an in-depth presentation from staff or an outside party on a particular topic. Generally, a Work Session aims to inform Council on a topic and for Councilmembers to give staff or others general direction.

Public Hearings: Formal proceedings held to hear from the public on a specific topic. All public hearings are advertised prior to the scheduled hearings, and the notices indicate where citizens can obtain information pertinent to matters scheduled for public hearings. Applicants, or representatives of the applicant, will be allowed to introduce information regarding the matter advertised for public hearing. Public hearings are intended to enable citizens to influence the public decision process based on prior research and discussions with appropriate public officials and to address only those issues pertinent to the matters advertised for public hearing. Public hearings are not question and answer sessions or debates, and all statements should be addressed to the Town Council.

Closed Sessions: In certain instances, the Virginia Freedom of Information Act permits the Town Council to hold a meeting where the public is excluded. Any action taken during a closed meeting must be ratified by a vote in a public session of Council.

Special Meetings: The Mayor or any four members of the Council may call a meeting or change the time of a meeting at any time once notice is given to all Councilmembers and the press. No business other than that for which the meeting is called may be transacted unless all members are present, in which case a majority vote of the Council may change this provision.

Consent Agenda: The consent agenda is used for eligible items and may include routine appropriations, grant applications, reports, contracts, resolutions, ordinances, second readings, and the minutes.

Rules of Decorum: Signs, placards, posters, or like material are not permitted in the Town Council Chamber, adjoining areas, or offices. Remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter or leave the meeting. The use of profane, vulgar, obscene, or threatening speech is not permitted and can result in removal from the meeting. Turn off or deactivate the sound from all cell phones or other electronic devices.

Persons with disabilities may request reasonable accommodations by contacting

(540)-347-1101. Persons are encouraged to make requests in advance.