



## **WELCOME TO THE TOWN OF WARRENTON TOWN COUNCIL**

The Town Council meets on the second Tuesday of each month, except on legal holidays, in which case the Council will meet on the previous business day

Work Sessions generally begin at 9:00 a.m. The Regular meeting begins at 6:30 p.m., followed immediately by scheduled Public Hearings.

To enhance the transaction of its business, the Town Council has established the following meeting protocols and guidelines for citizen participation. From time to time, it may be in the public interest to change the format and guidelines, and the Town Council may do so at its discretion.

Matters are considered by the Town Council in the order listed on the agenda, but may be altered at any time when the Town Council considers it in the public interest to do so. Matters on the Consent Agenda are routine and are typically adopted by one motion without separate discussion.

Sincerely,

Mayor of the Town of Warrenton

### CITIZENS' TIME PROTOCOL

- The Town Council sets aside time at the beginning of each regular meeting for citizens' comments.
- The Mayor will establish the order of speakers and will maintain decorum.
- This regular agenda item is termed "Citizens' Time". During this period, Council receives comment from any citizen on any matter not scheduled for a public hearing. At the determination of the Mayor priority order may be granted to Town Citizens, then Fauquier County Citizens before other speakers.
- This is an opportunity for citizens to speak and the Town Council to listen carefully to citizens' expressions of concern and opinion.
- Citizens' Time is not designed as a question and answer session or a debate.
- Speakers are respectfully requested to state their full name and address for the record.
- No citizen shall speak for more than five (5) minutes.
- These guidelines may be amended depending on the amount of speakers to accommodate all who wish to address Town Council.

### PUBLIC HEARING PROTOCOL

- The purpose of a public hearing is for the elected and appointed officials of this Town to listen carefully to the verbal expressions of position and opinion from the citizens of the Town of Warrenton.
- At the determination of the Mayor priority order may be granted to Town Citizens, then Fauquier County Citizens before other speakers.
- 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 hearing.
- Public hearings are **not** question and answer sessions or debates; and all statements should be addressed to the Town Council.
- Public hearings are intended to give citizens an opportunity to influence the public decision process based on prior research and discussions with appropriate public officials.
- Persons speaking at public hearings are respectfully requested to keep comments brief, not to exceed three (3) minutes, and to address only those issues pertinent to the matters advertised for public hearing.
- Applicants, or representatives of the applicant, will be allowed ten (10) minutes to introduce information regarding the matter advertised for public hearing. All comments are to be pertinent to the issue being considered.
- Written copies of statements made at public hearings are requested but not required.

### OTHER RULES OF DECORUM

- Signs, placards, posters or like material are not permitted in the Town Council Chamber, adjoining areas or Town of Warrenton 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, pagers, or other electronic communication devices.