



## Vinton Town Council Public Participation Guidelines

### REGULAR MEETING SCHEDULE

First and Third Tuesday of each month at 6:00 p.m.

#### **Citizen Participation:**

All citizens who wish to speak during the Citizens' Comments and Petitions portion of a regular Town Council meeting must submit a notice to the Town Clerk by Noon, the Monday prior to the meeting. Confirmation of receipt of the notice will be provided. For good cause, the Mayor may allow a citizen to speak during the public comment period even if the required notice was not submitted.

#### **Eligibility:**

All citizens are eligible to speak at the meeting.

#### **Agenda Items:**

The Mayor will recognize citizens addressing topics not listed on the agenda. Speakers must adhere to the subject stated in their original request.

#### **Repeat Comments:**

Citizens who have previously spoken on a subject during the **Citizens' Comments** period or a public hearing may not address the Council on the same topic again for three months, per Virginia Code § 15.2-1416D. Exceptions may apply if substantial new information or developments have occurred since the initial discussion, as determined by the Council or Town Clerk.

#### **Public Hearings:**

Comments specific to advertised public hearings may be made during the respective agenda item. Citizens may not discuss issues related to upcoming public hearings or hearings that have already concluded.

#### **Speaking Rules:**

- Speakers must provide their name, address, subject, and note any affiliations (e.g., firm or group).
- Comments are limited to three (3) minutes. If more than five individuals wish to speak on an item, a two (2) minute limit will apply, enforced with an electronic timer.
- Speakers may not transfer their speaking time to others.

#### **Prohibited Conduct:**

- Campaigning for public office.
- Promoting private business ventures.
- Engaging in personal attacks or audience debates.
- Using profanity or abusive language.
- Bringing animals into the Council Chambers.

#### **Meeting Notices:**

Public hearings will be advertised as required by Virginia law and are typically held during regular meetings at 6:00 PM. The Council may schedule special meetings or adjust meeting times with prior notice to the media in compliance with state law.