



**A RESOLUTION  
IMPLEMENTING OF RULES OF CONDUCT FOR PUBLIC COMMENT AND PUBLIC HEARINGS DURING  
TOWN COUNCIL MEETINGS.**

NOW, THEREFORE, be it resolved, by the Council of the Town of Buchanan, Virginia, as follows:

The rules of conduct for Town of Buchanan regular and special meetings shall be:

1. Except for public hearings designated as such by action of the Town Council, public participation at meetings of the Town Council shall be limited to the public comment segments of the agenda of regular Town Council meetings or special meetings.
2. Any requests for Town Council action must be presented to the Mayor or Town Manager at least 30 days in advance of the next regular scheduled Town Council meeting. Any request received within 30 days of the next regular Town Council meeting may be held until the following regularly scheduled Town Council meeting. Town Council reserves the right to not act on any actions requested until proper vetting is completed, and all information is obtained in order to facilitate an informed and appropriate decision.
3. A speaker's comments shall be limited to three (3) minutes per person, for all agenda items and non-agenda items. Provided the Mayor may give additional time for special circumstances or good cause. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting. The Town Manager or designee shall act as timekeeper or Town Council shall designate another elected officer as timekeeper. Each speaker will be signaled when his or her time has elapsed.
4. Any person wishing to speak at a public hearing must sign the appropriate "sign-in sheet" upon entering the room before the start of the meeting, indicating his or her intention to speak, which sheet shall be used by the Mayor, Vice-Mayor, or other Town Council member to recognize speakers. Any person wishing to speak at a public meeting during the public comment segments or during a public hearing, when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Mayor, Vice-Mayor, or other Town Council member, the individual must stand and state his or her name, address, and, if appropriate, group affiliation and must state the subject he or she will be addressing.
5. A public hearing is conducted to receive comments from interested parties relating to the purpose of the public hearing. Town Council will not engage in dialogue with speakers during public hearings or public comment.



6. Members of the Town Council, speakers, and audience must observe proper decorum. Any statement made during the meeting or during a public hearing by the Mayor, members of the Town Council, or town employees or members of the public shall not involve personal, disrespectful, or slanderous attacks on individuals, regardless of whether the individual attacked is an elected official, or town employee or a member of the public.
7. The Mayor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive or disparaging language, or racial or ethnic slur shall not be tolerated. All attendees must be respectful to others present.
8. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Council. No person attending a meeting or public hearing shall engage in booing, handclapping or otherwise disrupt the formality of the proceedings.
9. Banners, flyers, or other signs are not permitted in the Council Chambers. Distribution of flyers in the meeting room is also not permitted.
10. All cell phones and pagers must be turned off or muted.
11. Attendees when leaving the council meeting before it is adjourned must leave in a quiet and orderly manner until outside the meeting room and hallway, so as not to disrupt the meeting.
12. If the Mayor or presiding officer fails to enforce the rules set forth herein, a member of the Town Council may; move to require him or her to do so, and an affirmative vote of a majority of the Town Council shall require him or her to do so. Any decision relating to enforcement of the rules set forth herein may be appealed and overturned by a vote of a majority of the Town Council members.
13. Any person who disregards the directives of the Mayor or residing officer in enforcing the rules or generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Council or otherwise during a meeting disturbs the peace at a meeting may be barred from further participation at future meetings and lose any balance of time remaining for his or her comment.
14. If a speaker who violates these rules refuses to step down, the Mayor or the presiding officer may ask the individual to be removed from the Council Chambers.