



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.