



CITY OF POQUOSON

Office of the City Manager
J. Randall Wheeler

500 City Hall Avenue, Poquoson, Virginia 23662-1996
(757)868-3000 Fax (757)868-3101

September 23, 2019

To: City Council

From: City Manager

Subject: **Audience for Visitors and Public Hearing Public Participation Policy**

Presented for Council consideration is a resolution establishing an Audience for Visitors and Public Hearing Public Participation Policy based on Council comments at the August 19, 2019 Special Meeting held at the Community Center.

The policy presented for consideration does not include time limits on speakers but does address speaker cards, general procedures for speakers as well as the use of the City's audiovisual equipment.

RESOLUTION NO. _____

**RESOLUTION ESTABLISHING AN AUDIENCE FOR VISITORS AND
PUBLIC HEARING PUBLIC PARTICIPATION POLICY**

WHEREAS, the City Council held a Special Meeting on August 19, 2019 at the Community Center to discuss establishing an Audience for Visitors and Public Hearings Public Participation Policy; and

WHEREAS, the City Council wishes to establish an Audience for Visitors and Public Hearing Public Participation Policy.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Poquoson, Virginia that the following policy pertaining to public participation for Audience for Visitors and Public Hearings is hereby established as follows:

Section 1: Audience for Visitors and Public Hearings are held for the purpose of receiving the public's view on issues being considered by City Council or issues of interest to the public and not intended as question and answer sessions.

Section 2: The City Council requests members of the public with questions to put questions in writing and provide to the City Clerk who will forward them to the Council or the appropriate staff member who can best answer each question.

Section 3: Members of the public wishing to address City Council during Audience for Visitors or a Public Hearing are requested to complete a speaker card and provide to the City Clerk prior to the start of the published start time of the City Council Meeting.

Section 4: The Presiding Officer shall recognize each person who has completed a speaker card and then afford an opportunity for any other person who wishes to make public comments.

Section 5: Each speaker shall be recognized by the Presiding Officer, normally the Mayor, when recognized speakers are asked to go directly to the podium and address the Presiding Officer and state their name and address for the record.

Section 6: Individuals wishing to utilize the City's audiovisual equipment as part of their presentation must submit their materials two business days prior to the meeting.

ADOPTED: _____

TESTE: _____
City Clerk