

## PUBLIC HEARINGS

From time to time, Council will conduct public hearings on specific topics as required by law or as Council otherwise deems appropriate.

The order of public hearings will be as follows:

- The presiding officer will open the public hearing.
- Hearings will begin with a brief presentation from a staff member. The presentation should summarize the facts about the issue and any recommendation. Council members may seek clarification during the presentation.
- In land use cases, the applicant or their representative will have an opportunity to speak following staff. The presentation will be limited to ten (10) minutes.
- The presiding officer will then solicit comments from the public. Each speaker must clearly state their name and address before making comments. There will be a time limit of three (3) minutes for each individual speaker.
- After public comments have been received in a land use case, the applicant or their representative may respond with a rebuttal of no more than five (5) minutes.
- Upon conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer will close the public hearing. Following the closing of the public hearing, the presiding officer will ask for a motion, a second, discussion, then call for a vote on the pending motion.

*Charlottesville*

## WHAT TO EXPECT/ RULES OF DECORUM

Speakers are to obtain recognition by the presiding officer before speaking.

If you plan to attend or make public comments at a Charlottesville City Council meeting, please keep in mind the following examples of remarks and behavior that are not permitted:

- Interrupting a speaker who is addressing Council at the speaker's microphone, or interrupting a speaker who has otherwise been invited to address Council during Community Matters or a Public Hearing
- Interrupting a Councilor who is speaking
- Shouting, and talking (either individually or in concert with others) in a manner that prevents a speaker or a Councilor from being heard or that otherwise hinders the progress of the meeting
- Blocking paths for emergency exit from the meeting room; engaging in any conduct that prevents a member of the audience from seeing or hearing Councilors during a meeting; standing on chairs or tables within the Council meeting room
- Threats or incitement of violence toward Councilors, City staff or members of the public
- Engaging in conduct that is a criminal offense under the City Code or the Virginia Code
- Campaigning for elected office
- Promoting private business ventures
- Using profanity or vulgarity
- Personal attacks against Councilors, City staff or members of the public
- Behavior which tends to intimidate others

**Any written materials presented during Community Matters must be given to the Clerk prior to speaking and will be distributed to the Council with a copy held by the Clerk.**



## SPEAKING AT A CITY COUNCIL MEETING





## MEETING SCHEDULE

Charlottesville City Council conducts its regular business meetings on the **first and third Mondays** of each month. When a regular meeting day falls on a holiday, the meeting will move to the next day.

Council will adopt a schedule for its regular meetings at its first regular meeting in January each year. Changes to the date, time, or location(s) of regular meetings during the calendar year may be made by resolution of Council.

In case of inclement weather or the need to reschedule a meeting, a public notice will be issued and the registered speaker list will move with the meeting.

## SPECIAL MEETINGS

The purpose and nature of the meeting will dictate whether public comment will be allowed.

## COMMUNITY MATTERS

City Council holds a public comment session called "COMMUNITY MATTERS" for up to 16 speakers during each regular City Council business meeting, starting generally at 6:30 p.m.

Community Matters allows each speaker to present a matter which, in their opinion, merits the attention of City Council in person. City Council will generally not engage in discussion, but will refer City operations matters to the City Manager for follow-up.

There is another opportunity for public comments near the end of the City Council meeting.

## REQUEST TO SPEAK DURING COMMUNITY MATTERS

- Speakers may register in advance of the meeting for one of the first 8 of 16 speaking slots (selected randomly from all registrants).
  - Waitlisted registrants above the 8 slots may fill the slot of a speaker who either does not attend the meeting or who withdraws their registration.
- Speaking requests are accepted beginning 9:00 a.m. the day following the previous Council meeting to 9:00 a.m. the day of the upcoming regular Council meeting.
- The remaining 8 slots may be filled by attendees by recognition of the presiding officer.
- Each speaker will have up to three (3) minutes to speak unless otherwise noted before the speaking period begins.

### WAYS TO REGISTER:

- Complete the Community Matters Request to Speak Form on the City Council webpage:

<https://charlottesville.gov/692/Request-to-Speak>

- Email the Clerk of Council office.
- Call the Clerk of Council Office.

**Be specific when providing your Address and Topic.**

### OUR CONTACT:

 434-970-3113

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 [clerk@charlottesville.gov](mailto:clerk@charlottesville.gov)

