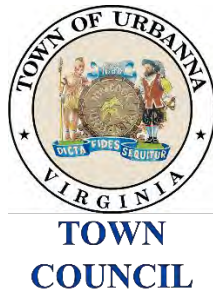




**Urbanna Town Council
WORK SESSION
Thursday, October 23, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Comment 1 & Council Response to Public Comment 1
7. Work Session Matters
 - a. DRIVE Tourism + Grant
 - b. Status of Move to 300 Virginia Street
 - c. Council Bylaws & Rules of Procedure Amendments
8. Action Items (if any)
9. Public Comment 2 & Council Response to Public Comment 2
10. Council Announcements & Requests
11. Closed Meeting (if necessary)
12. Adjourn or Recess



Agenda Item Summaries – Opening the Meeting
FOR ALL REGULAR MEETINGS & WORK SESSIONS

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. ***Motion, Second, Discussion, Voice Vote***

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 6 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time. Speakers are called in the order they signed up

COUNCIL RESPONSE: Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments immediately preceding their response



Agenda Item Summary

October 23, 2025

Agenda Item 7a: VTC Drive Tourism + Grant Presentation

Background: For information purposes, staff was contacted by phone and follow-up email on October 10, 2025 concerning the above grant. The grant has been awarded to the Middlesex Economic Development Authority (EDA) and staff was approached concerning the spending plan which would enhance the town's marina use focusing on promoting the Kayak Trail. The timing of this coincides well with the installation of a dedicated kayak launch. The initial items considered included Urbanna Creek specific Kayak Trail brochures, a brochure holder, a kayak rental kiosk as well as bike rentals. Upon further review those last two items have been rejected for:

Two Kayaks for free use branded by and for *Explore Middlesex* (a Middlesex EDA brand),

Two Paddle Boards for free use branded by and for *Explore Middlesex*,

Paddles and Personal Flotation Devices for the two (2) items above, and

Racks to hold all the items noted above.

Two digital mobile kiosks are also planned to promote area points of interest that can be set up at the museum, marina, and elsewhere throughout the larger community. In addition, advertisement on social media platforms will be included.

Information from the Virginia Tourism Commission's website follows. Please note, the spending plan must be submitted by October 24.

Representatives of the EDA have been invited to present.

Fiscal Impact: Up to \$10,000 in benefit.

Staff Recommendation: Take the information presented under advisement.

Council Action Requested: Take the information presented under advisement.

Sample Motion: None.

DRIVE Tourism + Grants and Helpful Information

Program Guidelines:

- DRIVE Tourism+ workshop grant rounds are closed. Stay tuned for a new version of DRIVE Tourism available in 2026!
- Grant workshop cycle will be April 17, 2025 – October 17, 2025
- Grant submission approval deadline: October 24, 2025
- Participating communities in the DRIVE Tourism + Grant Program are required to complete a VTC-led workshop before submitting for grant funding. Upon completion of the workshop, participating communities will be able to apply for their \$10,000 grant funding.
- Grant is available to only **Virginia DMOs** who have been established for at least 6-months at time of applying) at this time
- Virginia DMOs that have participated in DRIVE Tourism, DRIVE 2.0, and/or DRIVE Outdoor are able to apply and participate in DRIVE Tourism+
- Authorized contact name for **DRIVE Tourism + Application** must be staff of the applicant Virginia DMO (Marketing and/or PR agencies are ineligible to apply on behalf of a Virginia DMO)

Grant Guidelines

- \$10,000 Maximum Award per participating DMO/Community.
- Funds are available at the close of the grant round once a grant project is submitted after a VTC-led workshop has been held with the community
- Only one application per DMO per funding cycle
- Funding may be used in one of two ways: split, with up to 50% allocated to Promotion efforts and 50% to Product Development, or used entirely (100%) for Product Development
- All grant projects and submissions will be reviewed and approved by VTC before funding is issued.
- Participating DMOs/Communities will be required to submit a marketing plan as part of their DRIVE Tourism + grant submission if funds are used for promotion efforts.
- Final report required after grant spend-down timeline has lapsed or at the conclusion of the project. Spenddown period for the grant is 18-months, with a final report due at 20-months. If project is completed prior to the conclusion of the spenddown period, final report is due 60-days from that point.

Eligible Program Expenses

- All items must support extending visitor length of stay targeting at specific target audience and geographic market
- Structures must be non-permanent or removeable
- Signage must be non-permanent or removable
- Equipment can be purchased or rented and does not have to be removeable (See ineligible list for equipment exclusions)

Marketing

- Placement of Advertisements – (includes print ads, digital, radio, television, etc.). Ads must promote the applicant's business, region, destination, etc. to visitors. Applications that more fully integrate the "VIRGINIA IS FOR LOVERS" Industry Advertising Co-Op and/or PMAP Program will score higher. Please visit <https://www.vatc.org/advertising/partneradvertising/> for more information on VTC Partnership Advertising Opportunities.
- Outdoor advertising through paid billboards.
- Outdoor advertising on out-of-market vehicles, including vehicle wrap partnerships with ride-share services facilitated through a third party such as Carvertise. However, these costs are only reimbursable if the advertising is occurring outside of the local market (at least 50 miles away) and is measurable through at QR code or website. Wrapping locally owned vehicles, locality-owned vehicles, business-owned vehicles is NOT eligible.
- Creative services including agency fees, including advertising agency fees, PR agency fees, and social media management fees. However, grant funds cannot be used to pay staff wages to do these activities. Creative services must be invoiced with a clear description of activities, tear sheets/links/proof of activities and proof of payment must be submitted with the reimbursement request.
- Sponsorship fees to appear in Public Broadcasting or cable television series that are broadcast to a large viewing market either on television or through streaming services. It is recommended that the Virginia is for Lovers logo be incorporated into the filming through props, apparel, or posters/banners that may occur as a natural part of a scene. A copy of the broadcast footage with the VIFL time mark should be submitted with reimbursement materials.
- Printed Materials – Travel related printed materials including brochures, media kits, event posters, group tour publications, meeting planner publications and other printed information materials designed to promote the applicant's partner's area as a travel destination. Such programs **MUST** include a marketing/distribution mechanism and plan for promoting the availability of such printed materials. For instance, applicants may include the cost of design and printing of a rack card if there is also information about where the rack card will be distributed. The same applicant could also include the costs of rack card pocket space at a Virginia Welcome Center in the marketing plan and be reimbursed for design, printing, and distribution costs. Applications that only include printing costs and do not include a distribution plan may not qualify for an award.
- Website Development – Development and/or expansion of websites to promote the applicant's business or destination are eligible. **Maintenance and hosting fees for websites are NOT eligible.** Websites must include the "VIRGINIA IS FOR LOVERS" logo and **must** provide a reciprocal link to <http://www.Virginia.org> from the partner's website. Website development programs **must** include a marketing mechanism and plan for promoting the awareness and availability of such websites. NOTE: Costs associated with programming of your current website to allow data share with Virginia.org is an eligible expense.
- Participation in the Virginia Travel Guide. For more information, please refer to <https://www.vatc.org/marketing/advertising/guideadvertising/>
- Digital Marketing – Search engine optimization, banner and website advertising, and other electronic marketing initiatives.
- Creation of mobile marketing applications ("Apps") so long as they are measurable.
- Social media marketing initiatives, including Facebook, Twitter, YouTube, Instagram, Pinterest, etc.
- Influencer Marketing – Use of Influencer Marketers. To read and review our Best Practices for Influencer Marketing, please refer to <https://www.vatc.org/marketing/public-relations/prbestpractices/>. NOTE: This is a password protected page. Information on requesting a

password is available at the link above. Please note that invoiced travel expenses, such as transportation, lodging, and meals for influencers are eligible, but alcohol expenses are **not** eligible.

- Production of photography and video marketing materials:
 - All photography and video marketing materials created using a DRIVE Tourism + grant should include usage rights for VTC in perpetuity. You can secure those rights for Virginia Tourism corporation in one of two ways:
 1. When creating your for-hire contract, include language that allows you to transfer usage rights to partners (like VTC). Not only is it a great way to maximize your marketing dollars, but it is a practice VTC has been implementing for years. It is what allows us to share our photo assets with partners like yourself. For an example of the language we use in our contracts, see section 3 in our **licensing terms & conditions**. Please feel free to copy and adapt this language for your own contracts.
 2. You can have the copyright owner complete our **photo & video release form**. This MUST be completed by the copyright owner, not by the licensing entity. For information on planning your photo shoot, please see our **How to Plan a Photo Shoot** document. Here, we break down our planning process while giving recommendations and tips on maximizing your budget, staying organized, and considering the details.
 - Note: The cost of purchasing equipment for photographic and video production is NOT an eligible expense.
 - Note: The costs of food and other props during a photo shoot are NOT eligible expenses.
 - High resolution photography and b-roll may be delivered to Sarah Atkins. Please contact her at **satkins@virginia.org** with assets and any questions
- Participation fees in VTC domestic sales trade show opportunities.
- Participation fees in a sales mission with VTC Domestic Sales to target markets for Tour and Travel, Meetings & Conventions or Sports Marketing.
- Participation costs in the VTC Virginia Welcome Center Partnership Marketing and Advertising Program (PMAP). More information on PMAP is available at **<https://www.welcomeva.com/>**.
- The cost of event cancellation insurance and/or event liability insurance. Up to 10% of your overall marketing budget may be used for insurance policy costs. However, VTC must be added as an interested party to any event liability insurance policy AND a copy of the policy must be submitted for reimbursement. Event liability insurance is required for applications that include events, meetings, or conventions outside your normal scope of business.

Product Development

- Non-permanent camp/rest site preparation materials
 - Gravel, picnic tables, benches, portable grills, campfire rings, railroad ties for site framing
- Trail Connections/ Paths using non-permanent materials
- Surface markings (According to your local/state/federal guidelines)
- Non-permanent water access
 - Modular floating kayak launch like **EZ Dock** or **YakPort** (must have ability to be moved, but can be tethered to shoreline)

- Water Activity Equipment
 - Kayaks, Canoes, SUPs, PFDs (Excludes motorized boats)
 - Self-serve **kayak rental lockers**
- Bikes for rental (excludes Lime, Bird, etc.)
- Portable bike racks and equipment storage
- Bike Equipment (Helmets, other gear)
- Accessibility equipment
- **Trail wheelchairs** or **beach wheelchairs**
- Non-permanent/temporary wheelchair ramps
- Outfitter/Tour Guide Equipment

Events

- Non-permanent staging
- Site preparation
- Tables, chairs, umbrellas, lighting, portable generators

Non-Permanent Signage

- Non-permanent Banners
- Permanent signage such as that required by VDOT and permanent crosswalk markings are not permitted. (We recommend applying for the DCR Recreational Trails program for funding for these items)

Business Expansion

- Entrepreneurial workshops in community, where funds will be used, on eligible expenses by entrepreneurs (excludes Wages, meals, room rental for internal meetings or workshops)

Studies

- Grant funding for qualifying or approved studies is limited to 50% of the overall grant fund total.

Ineligible Program Expenses

Permanent Structures

- Permanent fixtures, signage, or buildings
- Permanent structures (paved surfaces, permanent kayak launches)

Studies for pre-determined/specific structures on predesignated land/area of locality

- Example: A study for a specific business on a specific location
- Environmental Design studies

Administrative Costs or Equipment

- Administrative costs such as office space, salaries and personnel costs, office supplies, office equipment, vehicles, and other cost of doing business expenses
- Insurance expenses
- Mileage expenses
- Vehicles/Trucks/Trailers
- Registration/conference fees

In-Kind Match Requirements:

- **In-kind match for 50% eligible items** (required at time of grant submission at close of grant round)
- **Either a dollar for dollar or in-kind match of at least 50% of requested funds is required at time of grant submission at the close of the grant round.** Match items may be either marketing or development values. Keep in mind you can use existing marketing or development efforts as match. VTC awarded funds such as MLP, DMO grant, Special Event and Festival, previous DRIVE programs, or ARPA cannot be used as match. Examples of eligible match items may include:
 - Cash
 - Owned, earned, paid media value (six month look back allowed for media value)
 - Land or property value
 - Administrative costs such as salaries, volunteer hourly value (Current estimated national value of each volunteer hour is \$29.95) and personnel costs
 - Site preparation work
 - Equipment costs (rental or cost of use)

Participating communities in the DRIVE Tourism + Grant Program are required to complete a VTC-led workshop before submitting for grant funding. Upon completion of the workshop, participating communities will be able to apply for their \$10,000 grant funding. See **DRIVE Tourism + Grants and Helpful Information** (www.vatc.org/drivetourismplus-helpful-information) for project examples and grant funding criteria.



Agenda Item Summary

October 23, 2025

Agenda Item 7b: Status of move to 300 Virginia Street

Background: At your last meeting it was announced that the town's operations would be moving to 300 Virginia Street from 390 Virginia Street. Per the terms of the Purchase Agreement, the town is to conduct an Environmental Site Assessment and Building Inspection. Those were done on October 15. As of the time of the drafting of this Agenda Item Summary, the Environmental Site Assessment report has not been received, but the Building Inspection report has been. Staff will review that report and advise council during its October 23rd meeting of its findings as well as any update concerning the Environmental Site Assessment.

The terms of the Purchase Agreement also require the town to obtain a Plat/Site Plan. Field work and related deed research has been initiated, but slowed due to the lack of field monuments. Still, delivery of a final product is likely before November 1.

The mayor and I have developed an office layout addressing where each current town position will be located. That is attached. This proposes the conversion of two rooms into council chambers.

Fiscal Impact: \$615,000.

Staff Recommendation: Continue to receive information as it is developed concerning inspection, assessment, and survey. In addition, provide input on internal space assignment.

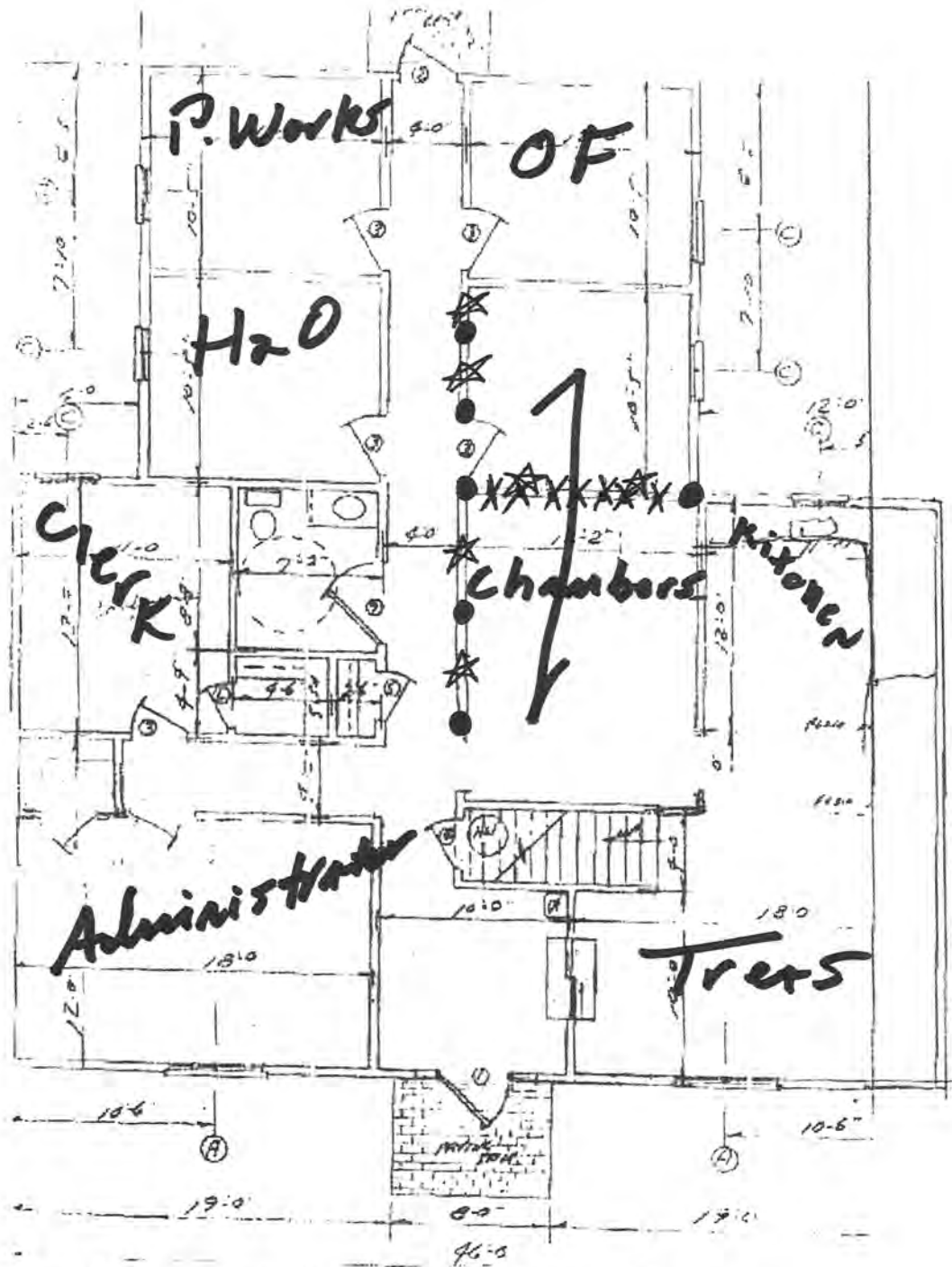
Council Action Requested: Continue to receive information as it is developed concerning inspection, assessment, and survey. In addition, provide input on internal space assignment.

Sample Motion: None at this time.

Exhibit A

PROPOSED SPACE PLAN

First Floor

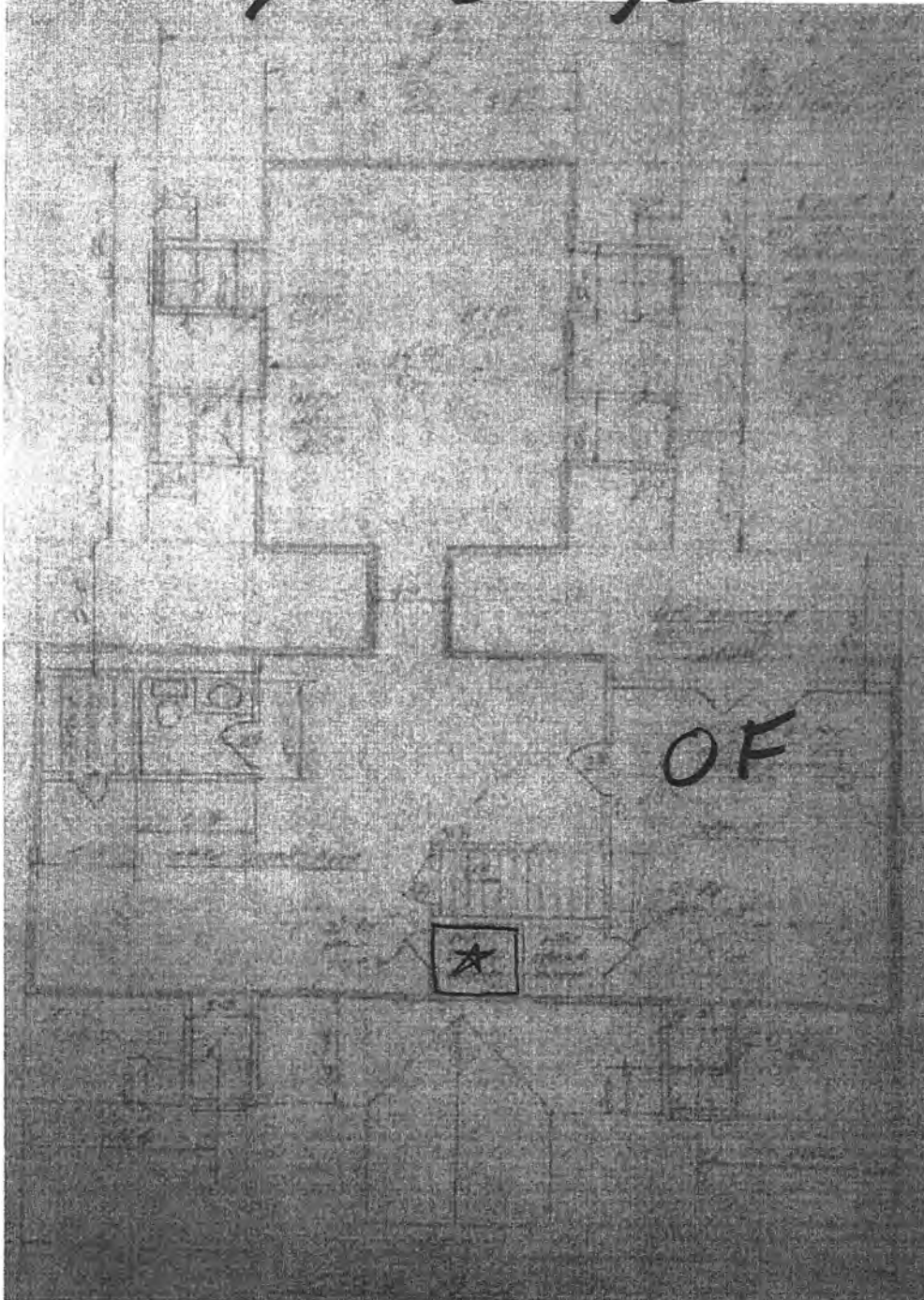


★ Potential openings > post move

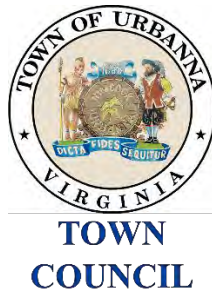
Exhibit A (cont'd)

PROPOSED SPACE PLAN

Second Floor
Records / Stuff Storage



★ *Potential IT Closet*



Agenda Item Summary

**OCTOBER 23, 2025
WORK SESSION**

Agenda Item: 7 – WORK SESSION MATTERS

7c Resolution 2025-019 - Council Bylaws and Rules of Procedure Amendments

Background: At their last meeting, Council voted to add a second public comment period to all work sessions. The Bylaws have been amended to reflect this as well as other changes which more accurately reflect the Council's procedures.

Summary of Changes:

Section 1-2	Removed address of Town Hall.
Section 1-7.1	Updated language to reflect the correct term – Mayor pro tempore, rather than Vice Mayor.
Section 1-7.2 (1)	Updated to reflect how council currently votes – in the order determined by the Mayor.
Section 1-10	Removed the word “online” to better reflect that the electronic minutes, whether online or kept on the Town server, are the official minutes of the Council.
Section 1-10	Added language that Council videos will be kept online for one year as determined by Council at their September 11, 2025 meeting.
Section 2-1	Updated language to reflect the correct term – Mayor pro tempore, rather than Vice Mayor.
Section 3-2.1	Amended Regular Meeting order of business to combine public comment & council comment, which is how Council currently operates.
Section 3-2.2	Amended Work Session Meeting order of business to combine public comment & council comment, which is how Council currently operates; and to add a second public comment period as determined by Council at their October 9, 2025 meeting.
Section 3-3	Removed language allowing persons to be heard outside of public comment periods.
Section 5-3	Updated language to reflect Council's current procedure of commenting on each public comment as it occurs.
Section 6	Added “applicant & staff final comments” to Public Hearing order of business.

Fiscal Impact: None

Staff Recommendation: Make any changes or corrections necessary and approve the Amended Bylaws.

Council Action Requested: Yes

Sample Adoption Motion: I move to adopt Resolution 2025-019 amending the Urbanna Town Council Bylaws & Rules of Procedure as presented (or with the changes/corrections discussed).

Motion, Second, Discussion, Voice Vote

*Proposed for Adoption by the Urbanna Town Council
October 23, 2025 Work Session*

RESOLUTION 2025-019

ADOPT AMENDMENTS TO THE 2025 COUNCIL BYLAWS AND RULES OF PROCEDURE

WHEREAS Town Council established for itself a set of Bylaws and Rules of Procedure pursuant to Town Code Section 2-35a and 2-42 at their January 9, 2025 organizational meeting; and

WHEREAS amendments to those Bylaws and Rules of Procedure are necessary to accurately reflect the current Council procedures and to add new procedures as determined by Council;

NOW, THEREFORE, BE IT RESOLVED by the Urbanna Town Council adopts the amendments to the 2025 Council Bylaws and Rules of Procedure as set forth in the October 23, 2025 work session meeting and below.

DONE this 23th day of October, 2025.

Section 1-2 Meeting Time and Location

All meetings of the council shall be held in Council Chambers of the Town Hall ~~390 Virginia Street, Suite B, Urbanna, Virginia.~~

Section 1-7.1 Standard Procedure – Voice Vote (all in favor, all opposed)

The Mayor, or ~~Vice Mayor~~ **the Mayor pro tempore** in the Mayor's absence ...

Section 1-7.2 Procedure for Roll Call Votes

(1) The councilmembers shall cast votes **in the order determined by the Mayor on a rotating basis.**

~~(2) The Mayor shall always cast the last vote.~~

Section 1-10 Minutes and Recordation of Meetings

The electronic **online** record of the minutes are the official minutes of the Council for legal purposes.

When video or audio recordings of council meetings are made, the Clerk shall cause their preservation for the period of time as prescribed by the Library of Virginia, General Schedule No. GS-19 **and shall post those recordings on the Town YouTube page for one year.**

Section 2-1 Mayor Serves as Presiding Officer

In the case of the Mayor's absence from any meeting, the ~~Vice~~ Mayor **pro tempore** shall preside over the meeting.

Section 3-2.1 Regular Meetings

At regular meetings of the council, the order of business shall generally be as follows:

1. Call to Order

*Proposed for Adoption by the Urbanna Town Council
October 23, 2025 Work Session*

2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Approval of Minutes (Corrections shall be made by motion.)
7. Scheduled Public Hearings (if any) (See Section 6)
8. Staff and Committee Reports
9. Public Comment 1 (See Section 5) **& Council Response to Public Comment 1 (if any)**
10. Unfinished Business (if any)
11. New Business (if any)
12. Public Comment 2 (See Section 5) **& Council Response to Public Comment 2 (if any)**
13. * Council Requests and Announcements
14. Closed Meeting (if needed)
15. Appointments to Boards, Committees, and Commissions (if needed)
16. Adjourn or Recess

Section 3-2.2 Work Session Meetings

At Work Session meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Public Comment **1** (See Section 5) & Council Response to Public Comment **1** (if any)
7. Work Session Matters
8. Action Items (if any)
9. **Public Comment 2 (See Section 5) & Council Response to Public Comment 2 (if any)**
10. * Council Requests and Announcements
11. Closed Meeting (if needed)
12. Adjourn or Recess

Section 3-3 Manner of Addressing Council Generally

~~(5) Where persons desire to be heard, other than during public comment periods, upon matters not on the agenda, the consent of a majority of the councilmembers present shall be required.~~

Section 5-3 Council Response

After ~~all~~ speakers have been heard, councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments **presented during the immediately preceding public comment period their response**.

SECTION 6 - PUBLIC HEARINGS

The order of business for public hearings shall be:

- staff presentation

*Proposed for Adoption by the Urbanna Town Council
October 23, 2025 Work Session*

- 71 - applicant's presentation (if any, in land use matters)
- 72 - open public hearing, receive public hearing comments, close public hearing
- 73 - **applicant & staff final comments**
- 74 - council discussion
- 75 - action (if appropriate)

DRAFT



BYLAWS & RULES OF PROCEDURE
OF THE
TOWN COUNCIL
OF
THE TOWN OF URBANNA, VIRGINIA
FOR
CALENDAR YEAR 2025

Adopted January 9, 2025

Amended October 23, 2025

Table of Contents

SECTION 1 – MEETINGS	3
Section 1-1 Organizational Meeting	3
Section 1-2 Meeting Time and Location	3
Section 1-3 Annual Budget and Tax Levy Meeting	3
Section 1-4 Special Meetings	3
Section 1-5 Quorum and Procedure in Absence of Quorum	3
Section 1-6 Policy and Procedure for Electronic Meetings and Remote Participation in Council Meetings	4
Section 1-7 Voting Procedures	5
Section 1-8 Conflicts of Interest	6
Section 1-9 Council to Sit with Open Doors	6
Section 1-10 Minutes and Recordation of Meetings	6
SECTION 2 – DUTIES OF PRESIDING OFFICERS	7
Section 2-1 Mayor Serves as Presiding Officer	7
Section 2-2 Mayor May Administer Oaths	7
Section 2-3 Clerk – Minutes, Recording of Votes	7
Section 2-4 Parliamentary	7
SECTION 3 - CONDUCT OF BUSINESS (Also see Appendix A – Code of Ethics)	7
Section 3-1 Meeting Agendas	8
Section 3-2 Order of Business	8
Section 3-3 Manner of Addressing Council Generally	10
Section 3-4 Use of Offensive Language or Gestures; Sectarian or Political Discussion	10
Section 3-5 Priority in Speaking to Council	10
Section 3-6 Speaking More than Once on Same Subject	10
Section 3-7 Form of Petitions, etc.	10
Section 3-8 Motions	11
Section 3-9 Decision on Points of Order	11
Section 3-10 Motion to Adjourn	11
Section 3-11 Motions While a Question is Under Debate	11
Section 3-12 Reconsideration of Motions, etc., Upon Which Vote Has Been Announced	11
Section 3-13 Suspending Rules	11
Section 3-14 Robert's Rules of Order	11
Section 3-15 Confidential and Privileged Information	11
Section 3-16 Appointments	12
SECTION 4 - GENERAL CONDUCT AND DECORUM (Also see Appendix A – Code of Ethics)	12
Section 4-1 Conduct of the Public	12
Section 4-2 Conduct of the Council	12
Section 4-3 Conferences and Conventions	13
SECTION 5 - PUBLIC COMMENT PERIODS	13
Section 5-1 Speakers	13
Section 5-2 Close of Public Comment Period	14
Section 5-3 Council Response	14
SECTION 6 - PUBLIC HEARINGS	14
Section 6-1 Speakers	14
Section 6-2 Staff & Applicant Presentations	14
Section 6-3 Councilmembers' Participation	15
Section 6-4 Close of Hearing	15
SECTION 7 - ADOPTION AND AMENDMENT OF BY-LAWS	15
Section 7-1 Adoption	15
Section 7-2 Amendment	15
Section 7-3 Savings Clause	15
Section 7-4 Interpretation and Nature of Bylaws and Rules of Procedure	15
APPENDIX A – Code of Ethics	16

SECTION 1 – MEETINGS

Section 1-1 Organizational Meeting

The first meeting of the Town of Urbanna Town Council (“Council”) in each new calendar year shall be known as the organizational meeting.

Section 1-2 Meeting Time and Location

The time and place of council meetings shall be established at each organizational meeting, consistent with the notice and meeting requirements of the Virginia Freedom of Information Act, Section 2.2-3700 et seq. of the Code of Virginia, as amended (“VFOIA”). The general schedule for meetings shall be a Regular Meeting on the second Thursday of each month, and a Work Session on the fourth Thursday of each month. Meetings shall be called to order at 6:00 p.m. All meetings of the council shall be held in Council Chambers of the Town Hall – 390 Virginia Street, Suite B, Urbanna, Virginia. Should council subsequently prescribe any meeting day, time, or place for the council meetings other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

If the Mayor, or the Mayor pro tempore if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for councilmembers to attend a regularly scheduled meeting, the meeting shall be continued to the next occurring Monday at 6:00 p.m. in the Council Chambers of the Town Hall. Such finding shall be communicated to councilmembers, the press, and posted on the Town’s website and Town Hall door as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required (§ 15.2-1416(B)).

Section 1-3 Annual Budget and Tax Levy Meeting

At the regular meeting in April, annually, council shall determine the sum total necessary to be appropriated for defraying expenses of the town during the ensuing fiscal year and to cover the deficiency in the current fiscal year, on which as a premise council shall proceed to lay a levy on the real and personal property in the town and assess any business which by law a license may be required, for raising a revenue sufficient to meet the several appropriations decided to be requisite for the ensuing fiscal year.

Section 1-4 Special Meetings

A special meeting of the council shall be held when called by the Mayor or requested by any three councilmembers at any time, upon 24 hours’ notice to those not joining in the call, however such notice can be waived by said members. The call or request shall be made to the Town Administrator, and shall specify the matters to be considered at the meeting. After consultation with the Town Administrator or Mayor, the Town Clerk (“Clerk”) shall immediately notify each councilmember and the town attorney in writing. Such notice shall specify the matters to be considered. No matter not specified in the notice shall be considered at such meeting, unless all members are present. (§ 15.2-1418)

Section 1-5 Quorum and Procedure in Absence of Quorum

At any meeting, a majority of the councilmembers, including the Mayor, shall constitute a quorum. No business shall be transacted at any meeting without a quorum being present. The names of all members present at any meeting shall be recorded in the minutes.

If a quorum fails to attend any regular or special meeting of the town council within 20 minutes following the hour fixed for convening of the council, those members present may adjourn to another day, in which case the Clerk shall give notice of such adjournment to the absent members at least 12 hours prior to the time fixed for such adjourned meeting, and in either case, the Clerk shall enter into the minute book the proceedings taken.

**Section 1-6 Policy and Procedure for Electronic Meetings and
Remote Participation in Council Meetings**

Except as provided hereafter, the council does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other electronic communication means. This remote participation policy is applied strictly and uniformly, without exception, to the entire membership of the council and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. For the purposes of this policy, "electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information. For the purposes of this policy, "remote participation" means participation by an individual councilmember by electronic communication means in a meeting.

Quorum Physically Assembled: For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in Section 51.5-40.1 of the Code of Virginia, as amended, who uses remote participation counts toward the quorum as if the individual was physically present.

Pursuant to Section 2.2-3708.3 of the Code of Virginia, as amended, when a quorum of the council is physically assembled, individual councilmembers may attend a meeting by remote participation if all of the following are satisfied:

- (1) On or before the day of a meeting, the councilmember notifies the Mayor that such member is unable to attend the meeting due to:
 - i. a temporary or permanent disability or other medical condition that prevents the member's physical attendance, or
 - ii. a family member's medical condition that requires the member to provide care for such family member thereby preventing the member's physical attendance, or
 - iii. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting, or
 - iv. a personal matter and identifies with specificity the nature of the personal matter [*this would include being out of town for business or vacation*]; and
- (2) Council approves the member's participation by a majority vote of the members present at the primary or central meeting location based only on the criteria in this policy. If a councilmember's participation from a remote location is disapproved, such disapproval is recorded in the minutes with specificity.
- (3) Remote participation by councilmembers is subject to the following generally applicable requirements:
 - i. A quorum of the council must be physically assembled at one primary or central meeting location;
 - ii. Participation by a councilmember by electronic communication means due to a personal matter is limited each calendar year to two meetings or 25% of the meetings held per calendar year rounded up to the next whole number [6 meetings], whichever is greater.
 - iii. Council must arrange for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- (4) The minutes of the meeting must reflect the following:
 - i. The remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

- ii. The fact that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member's physical attendance, (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance; (iii) the distance between the member's principal residence and the meeting location; or (iv) the specific nature of the personal matter cited by the member.

Quorum Not Physically Assembled: Pursuant to Section 2.2-3708.2 of the Code of Virginia, as amended, council may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Virginia Code § 44-146.17, or the Town's local director of emergency management or council has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided: (1) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (2) the purpose of the meeting is to provide for the continuity of council operations or the discharge of its lawful purposes, duties, and responsibilities.

If council holds a meeting pursuant to this section, it shall:

- (1) Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided to councilmembers; and
- (2) Make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the council; and
- (3) Provide the public with the opportunity to comment at those meetings when public comment is customarily received; and
- (4) State in the minutes of the meeting the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held; and
- (5) Otherwise comply with the provisions of the Virginia Freedom of Information Act.

Council applies this policy to all town committees, subcommittees, commissions, or other entities in accordance with Section 2.2-3708.3(D) of the Code of Virginia, as amended.

Section 1-7 Voting Procedures

Section 1-7.1 Standard Procedure – Voice Vote (all in favor, all opposed)

All questions submitted to council shall be determined by the majority of those members voting on the questions, except where the rules of parliamentary procedure or the requirements of state law specify a greater than majority vote. The Mayor, or **Vice Mayor the Mayor pro tempore** in the Mayor's absence, shall put the questions to the council for a voice vote (all in favor, all opposed), unless otherwise provided by law. Any councilmember present at the time of a vote who wishes to abstain or otherwise not participate in the vote must affirmatively so state prior to the council's consideration of the matter or at the time the vote is taken. If it appears to the Mayor, upon voice vote being taken, that councilmembers are divided on any question, the Mayor shall request that the Clerk determine the vote of the individual councilmembers by a roll call vote. The name of each member voting and how they voted must be recorded for all questions. Council has elected not to have a tie breaker as provided for by Section 15.2-1421 of the Code of Virginia, and a tie vote on any motion shall defeat the motion, resolution, or issue upon which the vote was taken. Successive tie votes on a motion to approve and a motion to deny any proposed ordinance, resolution, amendment, or rezoning serves as denial of such proposed ordinance, resolution, amendment, or rezoning. No member may change a cast vote on any matter, except through a reconsideration of the vote by the Council. At the conclusion of the vote on each motion, the Mayor shall announce whether the motion has been adopted or defeated.

Section 1-7.2 Procedure for Roll Call Votes

Roll call votes will be taken on matters that deal with finances, ordinances, and/or other matters as dictated by the Code of Virginia. If it appears to the Mayor, upon voice vote (all in favor, all opposed) being taken, that councilmembers are divided on any question, the Mayor shall request that the Clerk determine the vote of the individual councilmembers by a roll call vote. Any councilmember may make a motion for a roll call vote on any question before council. A second is not required and the motion is not debatable. A majority vote is required for adoption. The Clerk shall call all roll call votes as follows:

- (1) The councilmembers shall cast votes ~~in alphabetical order~~ **in the order determined by the Mayor** ~~on a rotating basis.~~
- ~~(2) The Mayor shall always cast the last vote.~~

Section 1-8 Conflicts of Interest

Pursuant to Section 2.2-3100 et seq. of the Code of Virginia, as amended, any councilmember, including the Mayor, who has a personal or financial interest in any matter before council which may lead to biased decision-making including business relationships, family ties, or personal affiliations shall disqualify themselves prior to council's consideration of the matter. Such disqualified councilmember shall not participate in the discussion or vote on any matter which presents a personal conflict of interest. Such disqualification shall be recorded in the meeting minutes. Notwithstanding any other provision of law, if disqualifications of councilmembers leave less than the number required by law to act, the remaining member or members shall constitute a quorum for the conduct of business and have authority to act for the council by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.

Section 1-9 Council to Sit with Open Doors

Except for meetings held by electronic communication means in accordance with the Virginia Code and these rules of procedure, council shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, council may hold closed meetings as provided by VFOIA.

Section 1-10 Minutes and Recordation of Meetings

At all meetings of the Council at which a quorum is present, minutes shall be taken in accordance with VFOIA and shall be approved by the Council. The electronic **online** record of the minutes are the official minutes of the Council for legal purposes.

Minutes shall be prepared based on both written notes and video or audio recordings. The specific language of the minutes of any given meeting shall be at the discretion of the Clerk, who shall endeavor to render the minutes in the most accurate and neutral way possible.

Minutes shall not be considered official until approved by council and recorded by the Clerk. After council approval, but prior to recordation, the Clerk may make clerical additions or corrections to the minutes that do not materially affect the substance or content of the minutes. These include, but are not limited to correction of misspellings, typographical errors and incorrect grammar; page renumbering; and clarification of content, such as acronym usage.

Should an error or evidence of an error in any meeting minutes be discovered after recordation, the Clerk shall bring the error before the council at the next official meeting as is practical. The council, by voice vote of a majority of those members present at the meeting at which the error was made, shall correct the minutes by amendment.

Councilmembers not present at said meeting shall abstain from voting on the correction. Should no majority of councilmembers be present who were also at the meeting in which an error was made in the minutes, a majority vote

of the presently seated councilmembers shall then correct the minutes by amendment.

When video or audio recordings of council meetings are made, the Clerk shall cause their preservation for the period of time as prescribed by the Library of Virginia, General Schedule No. GS-19 **and shall post those recordings on the Town YouTube page for one year.** The council may at its discretion direct the preservation of specific recordings, and the Town Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

Approved and draft minutes of the council shall be preserved as prescribed by the Library of Virginia, General Schedule No. GS-19. Minutes shall be posted to the Town website within seven working days of approval.

Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority roll call vote of the council. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official minutes of any meeting. A request by the Town Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated.

SECTION 2 – DUTIES OF PRESIDING OFFICERS

Section 2-1 Mayor Serves as Presiding Officer

The Mayor shall preserve order and decorum, and shall discharge all duties prescribed by state law for presiding officers of town council meetings and such other duties usually pertaining to presiding officers. In the case of the Mayor's absence from any meeting, the **Vice Mayor pro tempore** shall preside over the meeting.

If any person behaves in a riotous or disorderly manner in any public meeting of the town council or any division, committee, agency, or authority thereof, or causes any unnecessary disturbance therein, by force, shouting, or any other action calculated to disrupt such meeting, or shall refuse to obey any ruling of the presiding officer of such meeting relative to the orderly process thereof, he shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine not exceeding \$1,000.00 or confinement in jail not exceeding 12 months, or both, at the discretion of the jury or court trying the case without a jury.

Section 2-2 Mayor May Administer Oaths

The Mayor shall have power to administer an oath to any person concerning any matter submitted to the council or connected with its powers and duties.

Section 2-3 Town Clerk

The Clerk shall be ex officio clerk of the town council. The Clerk shall keep the minutes of the council and perform such other administrative duties as council may prescribe. The Clerk shall call all roll call votes as prescribed in Section 1-7.2.

Section 2-4 Parliamentary

The Town Administrator shall serve as the Parliamentary. In the case of the Town Administrator's absence from any meeting, the Clerk shall serve as temporary Parliamentary.

SECTION 3 - CONDUCT OF BUSINESS (Also see Appendix A – Code of Ethics)

From time to time, council may adopt and amend resolutions for the transaction of its business; the procedure and order of business at its meetings; the appointment and jurisdiction, power, and duties of standing and special committees; the official conduct of its members; the manner of calling and conducting hearings and investigations and the issuance of subpoenas for the attendance of witnesses and the production of books and papers; the presentation of petitions and other communications to the council and recognition of non-members to address the council thereon;

and such other matters not inconsistent with state law, Town Code, or other ordinances as may be deemed appropriate to facilitate the execution of the powers and the performance of the duties of the town council as provided by state law and the Town Charter.

Section 3-1 Meeting Agendas

3-1a Agenda Preparation

All requests for inclusion of items on a council agenda must be made in writing and must be in the office of the Clerk by 12:00 p.m. (Noon) no later than seven calendar days prior to the date of the council meeting. A written item summary, along with electronic copies of any other documentation or presentations to be made, must be provided for inclusion in the agenda packet.

Requests received after the deadline may be considered for a proposed amendment to the current agenda or be placed on a future agenda.

Any matter not disposed of at a regular meeting shall be included on the agenda of the next regular meeting, except that council may continue consideration and disposition of the matter to a date, time, and/or place other than the next regular meeting upon a majority vote of those members present.

3-1b Agenda Release

For all regular meetings of the council, the Clerk shall cause to be prepared and provided to each member of council and the council's attorney at least three calendar days in advance of such meeting, an electronic copy of the final agenda packet listing all matters to be considered by the council at such meeting. The Clerk shall make the final agenda packet available to the public in the Town Hall and on the Town website at the same time it is provided to the council. The Clerk shall have copies of the agenda only available at each meeting.

Any councilmember desiring a printed packet of the agenda materials must inform the Clerk by 12:00 p.m. (Noon) at least three calendar days prior to the council meeting. In an effort to conserve resources, the agenda materials will be shown on the screen during each meeting, when possible.

Section 3-1.1 Councilmember Agenda Review and Preparation

Not less than 48 hours in advance of each meeting, councilmembers should thoroughly review all matters on the agenda. The addition, deletion, or change of items on the agenda may be offered by motion during the Review and Adoption of Meeting Agenda. Changes to minutes may be offered by motion during the Approval of Minutes. Any item not on the adopted agenda shall not be acted upon at the present meeting unless it is with the unanimous consent of Council that the item be put on the floor for action.

Section 3-2 Order of Business

Except as provided herein, no regular, special, or closed meeting or public hearing of the council shall continue after 9:00 p.m., but such meeting or public hearing shall be continued to the next regular meeting or adjourned to another date, time, and place established by a majority vote of those members present. Any agenda item or public hearing matter under consideration by the council at 9:00 p.m. may proceed and be acted upon prior to the adjournment of the meeting or public hearing. After 9:00 p.m., council may consider and act upon any or all of the matters remaining on the meeting or public hearing agenda but not yet considered by the council upon a majority vote of those members present.

Section 3-2.1 Regular Meetings

At regular meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Approval of Minutes (Corrections shall be made by motion.)
7. Scheduled Public Hearings (if any) (See Section 6)
8. Staff and Committee Reports
9. Public Comment 1 (See Section 5) **& Council Response to Public Comment 1 (if any)**
10. Unfinished Business (if any)
11. New Business (if any)
12. Public Comment 2 (See Section 5) **& Council Response to Public Comment 2 (if any)**
13. * Council Requests and Announcements
14. Closed Meeting (if needed)
15. Appointments to Boards, Committees, and Commissions (if needed)
16. Adjourn or Recess

* This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time.

Section 3-2.2 Work Session Meetings

At Work Session meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Public Comment **1** (See Section 5) & Council Response to Public Comment **1** (if any)
7. Work Session Matters
8. Action Items (if any)
9. **Public Comment 2 (See Section 5) & Council Response to Public Comment 2 (if any)**
10. * Council Requests and Announcements
11. Closed Meeting (if needed)
12. Adjourn or Recess

* This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time.

Section 3-2.3 Special Meetings

At special meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
5. Special Meeting Matters
6. Closed Meeting (if needed)
7. Adjourn or Recess

Section 3-3 Manner of Addressing Council Generally

- (1) Any person, including a councilmember, who speaks to the council shall address the Mayor and shall confine comments to the question before the council.
- (2) No person in attendance at a meeting of the council shall be permitted to address the council while the members are considering any motion, resolution, or ordinance preliminary to a vote on the same, except at the discretion of the Mayor.
- (3) During those times when the public is addressing the council, the Clerk shall act as timekeeper and notify speakers and the council that the allotted time for addressing the council has expired. Speakers shall conclude their remarks at that time unless the consent of a majority of the council is affirmatively given to extend the speaker's allotted time. The time allotted to members of the public is outlined in Section 4-1 and Section 5-1a.
- (4) All agenda item presentations to the council shall normally be limited to no more than ten (10) minutes, except as hereinafter provided.

~~(5) Where persons desire to be heard, other than during public comment periods, upon matters not on the agenda, the consent of a majority of the councilmembers present shall be required.~~

Section 3-4 Use of Offensive Language or Gestures; Sectarian or Political Discussion

No member of council shall, in debate at any meeting of the council use any language or gesture calculated to offend or insult another councilmember or any other person. No discussion of a sectarian or partisan character shall be engaged in by any councilmember.

Section 3-5 Priority in Speaking to Council

When two or more councilmembers wish to speak at the same time, the Mayor shall name the one to speak.

Section 3-6 Speaking More than Once on Same Subject

In any debate before the council, no councilmember shall speak more than once on the same question until all the others have spoken who desire to do so, nor more than twice on the same question, unless by consent of the Mayor.

Section 3-7 Form of Petitions, etc.

Every petition, communication, or address to the council shall be submitted to the Clerk in writing in respectful language and shall be submitted by the agenda preparation deadline defined in Section 3-1a for inclusion in the agenda packet.

Section 3-8 Motions

No proposition for action by the council shall be entertained by the Mayor until a motion for the same has been duly made and seconded, except as specifically noted elsewhere.

Section 3-9 Decision on Points of Order

The Mayor, when presiding at a meeting of the council, without vacating the chair, may give reasons for any decision made by the Mayor on any point of order, and such decision shall be made without debate.

Section 3-9.1 Same; Appeal to Council

Any councilmember may appeal to the council from the decision of the Mayor on any question of order, a majority vote of those present being necessary to overrule the Mayor.

Section 3-10 Motion to Adjourn

At a meeting of the council, a motion to adjourn shall be always in order, needs no second, and shall be decided without debate.

Section 3-11 Motions While a Question is Under Debate

When a question is under debate at a meeting of the council, no motion shall be received unless it be one to amend, to commit or refer to a committee, to postpone, to close debate, to make a substitute motion, to lay on the table, to recess, or to adjourn. Any motion to close debate shall require approval by a two-thirds vote of those members present.

Section 3-12 Reconsideration of Motions, etc., Upon Which Vote Has Been Announced

At any meeting of the council, when any vote upon any motion, resolution, ordinance, or question has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side, provided that such motion shall be made at the session at which it was decided, or at the very next meeting of the council after notice in advance to the other councilmembers, Town Administrator, Clerk, and Town Attorney. For the purpose of this Section, "session" shall include any adjourned or special meeting occurring prior to the next Regular Meeting. This section shall have no application to a motion to rescind a previous action taken.

Section 3-13 Suspending Rules

The rules of the council may be suspended with the unanimous concurrence of the members present.

Section 3-14 Robert's Rules of Order

The proceedings of the council, except as otherwise provided in these rules and by applicable State law or Town Charter, shall be governed by the most current edition of Robert's Rules of Order applicable to small bodies, or by standard practices typically followed by town councils.

Section 3-15 Confidential and Privileged Information

Documents, information, and discussions from a closed session, attorney-client privileged communication, or any other confidential and/or privileged information shall not be disclosed without the approval of the council. In the event confidential or privileged information is released or otherwise disclosed without the consent of the council, the council shall vote either to authorize the disclosure or reaffirm the confidentiality and/or claim of privilege. In addition, the council may, in its discretion, sanction or censure a member for improper disclosure of confidential or privileged information. No recording device shall be used during any Closed Meeting of the council. Minutes will not be taken during any Closed Meeting of the council unless required by law.

Section 3-16 Appointments

The Council encourages citizens to apply for and to serve on town commissions, committees, and other like bodies. To this end, the council shall cause notice to be placed on its website and such other notice as it may from time to time deem appropriate and necessary, identifying positions which it intends to fill.

The council will maintain a standard application for all positions. Such applications will be kept on file in the Clerk's office for a period of two years and may be considered from time to time by the council as it desires. Prior to making an appointment, the council may choose to interview one or more candidates. Where statutes dictate a process other than this, the council will follow the statutory procedure.

Unless otherwise addressed by state law, town ordinance, or governing organizational documents, the council reserves the right to remove any appointee due to lack of attendance, misconduct, or when, in the council's unanimous judgment, the best interest of the Town would be served by such removal.

For the purposes of this policy, "lack of attendance" means absence from three consecutive meetings, or from any four meetings within any 12-month period.

SECTION 4 - GENERAL CONDUCT AND DECORUM (Also see Appendix A – Code of Ethics)

Section 4-1 Conduct of the Public

The efficient and dignified conduct of public business is the ultimate concern of the council. Accordingly, it is the policy of the council that its meetings be conducted with the highest degree of order and decorum. Council's integrity and dignity will be established and maintained at all times during the conduct of public business, and the council will permit no behavior which is not in keeping with this policy. The soliciting of funds from meeting attendees, the use of threatening or profane language, the failure to comply with time limits on speakers, violation of council rules, or other forms of disruptive conduct will not be tolerated. The Mayor will maintain proper order at all times during all meetings of the council and shall affect the removal from any meeting of any person guilty of improper conduct if the offending party fails or refuses to cease such conduct.

Section 4-2 Conduct of the Council

The Mayor and councilmembers are expected to conduct themselves in a professional and proper manner at all times. The Mayor and councilmembers are representatives of the citizens of the Town of Urbanna and may not bring discredit upon themselves, other councilmembers, their constituents, or their Town at any time.

Section 4-2.1 Adherence to Confidentiality & Public Information Requirements

- (1) No Councilmember shall disclose privileged information to any individual, organization, corporation, or the like.
- (2) Any Councilmember receiving a request for records pursuant to VFOIA shall forward the request to the Town FOIA Officer who shall then handle the response. The FOIA Officer shall copy the Town Administrator, Mayor, and all councilmembers on the response.

Section 4-2.2 Expulsion and Suspension of Councilmembers; Fines for Disorderly Conduct

All disciplinary action must be reviewed and approved by a majority of the council and will include legal guidance from the Town Attorney and possibly the Commonwealth's Attorney as required.

- (1) Council may, with the concurrence of two-thirds of the councilmembers, expel or suspend any councilmember; provided, that no such expulsion or suspension shall be made without reasonable notice to the councilmember complained of and an opportunity afforded him to be heard in his defense.

- (2) Council may fine any of its members for disorderly conduct. Disorderly conduct includes, but is not limited to, actions, statements, or behavior which brings discredit upon other councilmembers, committee members, the Town Council as a body, the Town, or Town citizens. Disorderly conduct also includes, but is not limited to, disclosing privileged information to any individual, organization, corporation, or the like (see Section 4-2.1).

Section 4-2.3 Interactions with Staff

- (1) No one councilmember shall direct the Town Administrator or any staff member to take any action on behalf of the council without a majority consensus of the council.
- (2) No councilmember shall unduly burden Town staff with requests or contacts outside of normal working hours or meetings. Email requests made to staff should also be copied to the Town Administrator and Mayor (at a minimum).

Section 4-3 Conferences and Conventions

- (1) Each councilmember shall make the sole determination as to which government-related conference or training they will attend, except those which may be required by state code.
- (2) Any councilmember who consents to attend an event shall be responsible to take reasonable and timely action to cancel any required registration fees or hotel deposit if they no longer to attend. If the member does not take such action, they shall reimburse to the Town a sum equal to the non-refundable fee/deposit.

SECTION 5 PUBLIC COMMENT PERIODS

Public Comment periods provide a time for citizens to speak on community issues that are not scheduled for public hearing. The Mayor will explain the time limits and requirements for introduction before opening the comment period.

Section 5-1 Speakers

No person shall address the council from the audience unless recognized by the Mayor and, if so recognized, will come forward to state their comments from the podium using a provided microphone.

Those wishing to speak during Public Comment periods must sign up on the form provided by the council at the meeting site, and the Mayor shall verify that all such registration has been completed before beginning each comment period. Speakers will be called in the order they sign up. All speakers, except as hereinafter provided, shall limit their remarks to five (5) minutes. Speakers may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each comment period. Written comments submitted to the Clerk by 12:00 p.m. (Noon) on the day of the meeting will be provided to the council at or before the time of the meeting.

Speakers wishing to address the council shall clearly state their name and address. All comments are addressed to the Mayor. Speakers may address only those matters within the scope of the Council's authority that are not on the agenda for a public hearing for that meeting. No speaker is to engage in political statements, personal attacks upon councilmembers, staff, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the purview of the council.

Violation of this rule shall enable the Mayor by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary, and take such other steps the Mayor deems appropriate, including, after consultation with the Commonwealth's Attorney and a majority vote of the Council, bringing appropriate charges against the person in the name of the Town Council.

Section 5-2 Close of Public Comment Period

When a public comment period shall have been closed by the order of the Mayor, no further public comments are in order.

Section 5-3 Council Response

After **all** speakers have been heard, councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments **presented during the immediately preceding public comment period** **their response**.

SECTION 6 - PUBLIC HEARINGS

The order of business for public hearings shall be:

- staff presentation
- applicant's presentation (if any, in land use matters)
- open public hearing, receive public hearing comments, close public hearing
- **applicant & staff final comments**
- council discussion
- action (if appropriate)

Section 6-1 Speakers

Speakers may address the council only on matters pertaining to or germane to the issue for which the public hearing is being held. If any written or printed materials not already included in the agenda packet are presented to the council, a copy shall also be submitted to the Clerk for entry into the public record. No speaker is to engage in political statements; personal attacks upon councilmembers, Town employees or officials, or any other person; nor are speakers entitled to use abusive language or discuss matters outside the issue for which the public hearing is being held.

Violation of this rule shall enable the Mayor by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary, and take such other steps the Mayor deems appropriate, including, after consultation with the Commonwealth's Attorney and a majority vote of the council, bringing appropriate charges against the person in the name of the Town Council.

Those wishing to speak during Public Hearing comment periods must sign up on the form provided at the meeting site, and the Mayor shall verify that all such registration has been completed before beginning the hearing. Speakers will be called in the order they sign up. All speakers, except as hereinafter provided, shall limit their remarks to five (5) minutes and all remarks shall pertain only to the Public Hearing matter under consideration. Speakers may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each public hearing, except at the discretion of the Mayor, and only after all other speakers have been given an opportunity to be heard on the subject being considered. Written comments on public hearing matters submitted to the Town Administrator by 12:00 p.m. (Noon) on the day of the meeting will be provided to the council at or before the time of the meeting.

Section 6-2 Staff & Applicant Presentations

Staff presentations on public hearing matters should be concise and normally limited to no more than ten (10) minutes except when necessary to properly inform the public of the issue before the council. The applicant in a land use case or their representative(s) shall be allowed a maximum of ten (10) minutes to present their case. If any written or printed materials not already included in the agenda packet are presented to the council, a copy shall also be submitted

to the Clerk for entry into the public record.

Section 6-3 Councilmembers' Participation

Councilmembers may ask questions of speakers or staff for clarification; however, Councilmembers shall limit their comments in public hearings to ensure participation by the public without council interference.

Section 6-4 Close of Hearing

When a public hearing shall have been closed by the order of the Mayor, no further public comments are in order.

SECTION 7 - ADOPTION AND AMENDMENT OF BY-LAWS

Section 7-1 Adoption

These bylaws shall be adopted annually at the organizational meeting of the Town Council. Upon adoption, the provisions of these rules of order shall supersede any previous rules of order, shall take effect immediately, and shall continue until amended and formally readopted. The full text of these rules shall be made part of the minutes of the meeting at which they were adopted. The Clerk shall provide a copy of these rules and any amendment thereto to the Mayor, all councilmembers, and the public within thirty (30) days of adoption.

Section 7-2 Amendment

Amendment of these by-laws may be made as an item of new business on the meeting agenda or amendment thereof at any meeting of the council. Amendment to these by-laws shall be by vote of a majority of councilmembers. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment shall be made part of the minutes of the meeting at which they were adopted.

Section 7-3 Savings Clause

If any provision of these Bylaws and Rules of Procedure be found inconsistent with the provisions of Virginia law, the Town Charter, Town Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions shall remain in effect.

Section 7-4 Interpretation and Nature of Bylaws and Rules of Procedure

These Bylaws and Rules of Procedure are rules of parliamentary procedure and are for the convenience of the Town's councilmembers only. They do not have the force of law. Only councilmembers or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Mayor or other action of the council on the basis of compliance or non-compliance with these Bylaws and Rules of Procedure or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order as provided in Section 3-14. In no event may questions over compliance herewith be raised judicially. Non-compliance with these Bylaws and Rules of Procedure must be raised at the time of the noncompliance, prior to continued debate or a vote. If a challenge is raised in a timely manner by a member with standing as provided for herein, the only relief shall be the correction of the error in conformance with the Bylaws and Rules of Procedure. If a challenge is not timely made, the right to challenge the noncompliance is waived. In no event will a violation hereof result in the voiding or overturning of any action of the council. Failure to comply with these Bylaws and Rules of Procedure or Robert's Rules of Order shall not invalidate council action otherwise valid by law.

APPENDIX A



Code of Ethics Town of Urbanna Town Council

Recognizing that persons holding a position of public trust are under constant observation by the media and interested town residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the governing body should adhere to the following Standards of Conduct.

1. Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or staff at all times.
2. Act in a financially responsible manner to ensure public trust and set a high standard of integrity, paying government bills on a local, state, and federal level.
3. Show impartiality, integrity, and ethical behavior during Town Council meetings and in their conduct with citizens, staff, and colleagues.
4. Make a conscientious effort to be well prepared for each meeting by reading packet materials and communications, and by seeking information as deemed prudent.
5. Avoid offering public criticism of colleagues, citizens, or staff, recognizing the dignity of each individual.
6. Work to create a positive environment in public meetings where citizens and staff will feel comfortable in their roles as observers or participants.
7. Maintain an attitude of courtesy and consideration toward all colleagues, citizens, and staff during all discussions and deliberations.
8. Be tolerant. Allow citizens, staff, and colleagues sufficient opportunity to present their views.
9. Be respectful and attentive. Avoid comments, body language, or distracting activity that conveys a message of disrespect for presentations from citizens, staff, or colleagues.
10. Be concise. Avoid taking more time to address an issue before the body than is necessary and essential for an adequate consideration of the matters being discussed.
11. Communicate directly with the Town Administrator, Town Attorney, and the Mayor on Town matters to enhance communication between staff and the Town Council.
12. Avoid the use of electronic devices during meetings to communicate with others regarding town business.



TOWN COUNCIL

Agenda Item Summary FOR ALL WORK SESSIONS

Agenda Item: 8 - ACTION ITEMS - NONE

Agenda Item: 9 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time. Speakers are called in the order they signed up

COUNCIL RESPONSE: Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments immediately preceding their response

Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.