

# Community Matters – Registered Speakers and Public Comment Process, Videotaping of Meetings

Effective March 2023

Town of Independence, VA

Town Council Meetings

Time will be reserved during each regular Town Council meeting for Community Matters. The purpose of this time is to offer individuals an opportunity to state a position, provide information, comment on services, policies and affairs of the Town, or present a matter that, in the speaker's opinion, deserves the attention of the Town.

- a. Up to 4 speakers will be allowed at each meeting.
- b. Speakers will need to pre-register by the first Wednesday of the month by emailing a request to [communitymatters@independenceva.com](mailto:communitymatters@independenceva.com). They should include their name and address in the request and provide any written documents they wish to include with the presentation. Power Point presentations cannot be accommodated.
- c. The first four requests received will be placed on the agenda. If additional requests are received, they will be given the option to present at the following month's meeting.
- d. If there are fewer than four pre-registered speakers, individuals may register at the meeting on a first come/first serve basis.
- e. Each person registered will have up to three (3) minutes.
  - a. Speakers will speak from the podium provided. This will allow council to hear their statements clearly.
  - b. Speakers may concede their allotted time; the person whose name is written on the speaker sheet must be the person who begins speaking, although they may be accompanied by others to the podium and may share their time with them. Each speaker shall begin by clearly stating their name and place of residence (or, if speaking on behalf of a business, by giving the location of the business).
  - c. Written materials presented at Community Matters must be given to the Clerk prior to speaking and will be distributed to the Council. For distribution of hard copies to Councilmembers, ten copies should be provided; however, electronic distribution is preferred and may be sent to [communitymatters@independenceva.com](mailto:communitymatters@independenceva.com). PowerPoint presentations cannot be accommodated during Community Matters.
  - d. After an individual completes their remarks to Council, any councilor or the Town Manager may respond if they see fit. To assure the orderly progress of the meeting, the presiding officer shall ensure that, collectively, responses to any individual's remarks will not exceed a period of approximately two (2) minutes.
  - e. Remarks that cannot be addressed with the councilors'/Town Manager's 2-minute response time may be referred to the Town Manager by the presiding officer, with a request that the Town Manager bring back a response at the meeting immediately following the present meeting.

**Note: Anyone wishing to videotape the meeting is welcome to do so; however, they will need to stay within the designated area in the meeting space.**

Town of Independence, VA

Community Matters – Registered Speakers and Public Comment Session Process, Videotaping of Meetings

Effective March 1, 2023