

Procedures for Council Meetings

Agendas and Meetings

Notice of Intent to comply with Americans With Disabilities Act. Special assistance is available for disabled persons addressing City Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disabilities, provided that notification at least (5) days prior to the date of the meeting has been received by the City Clerk's Office. For assistance, please contact the City Clerk's Office, 345 S. Main Street, Room 201, Municipal Building, call 540-432-7701, or e-mail erica.kann@harrisonburgva.gov.

- Regular meetings of the Harrisonburg City Council will convene on the **second and fourth Tuesday** of each month, at 7:00 p.m. City Council shall take up the regular agenda and matters on public hearings in the City Council Chamber, 409 South Main Street, Harrisonburg, VA 22801.
- Special meetings may be held, or meeting times may be altered with prior notification to the public.
- The deadline for placing an item on the City Council agenda is 5:00 p.m., on the Tuesday preceding the Tuesday Council meeting. Items are placed on the agenda are at the request of Council Members and Departments.
- The deadline for Power Point presentations for the Council meeting is 5:00 p.m., on the Thursday preceding the Tuesday Council meeting.

Regular meetings of the Council are formal proceedings. City Council meetings are televised live on Channel 3 and streamed live over the internet at www.harrisonburgva.gov/agendas any time during or archived after the live meeting. All comments are recorded. An agenda is provided for the convenience of the public and the Council. Council reserves the right to alter the agenda at any time without prior notice.

GUIDELINES FOR CITIZEN PARTICIPATION

The Harrisonburg City Council aims to provide a high quality of service, in a safe and secure environment. In order to achieve this, the following behavior will not be accepted.

- Behavior which is disruptive and interferes with the process, function, and enjoyment of the meeting;
- Harassment or the threat of violence toward City Council, staff, or members of the public; and
- Use of mobile communication devices while in Council Chambers.

Your assistance will be greatly appreciated.

If you wish to address the Council:

Any person wishing to address Council will be able to do so during the agenda item 'comments from the public, limited to five minutes, on matters **not** on the regular agenda'.

Also, during Public Hearings, citizens are also able to participate. The Mayor will close the regular session and call on any one desiring to speak for or against the item as presented to come forward.

A spokesperson may be named to present a group position, with others in agreement being recognized by standing. Council will try to hear everyone who wishes to speak on a subject, but occasionally discussion is limited because of time.

When you approach the podium:

1. State your name, address, and direct questions to the Mayor.
2. Address your remarks to the Mayor and Members of Council and not to the audience.

Persons appearing before Council will not be allowed to:

1. Campaign for public office.
2. Promote private business ventures.
3. Engage in personal attacks.
4. Debate among the audience.
5. Use profanity or abusive language.
6. Jeer, cheer, or applaud, except during ceremonial matters.

Thank you for taking time to participate in your City Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.