



Town of Leesburg Petitioner Policy

One of the first orders of business at a Council meeting is to hear from the public. All members of the public are welcome to address the Council on any item, matter or issue provided they are not on the agenda as a public hearing. Public comment for public hearing items should be made during the public hearing comment section.

Speakers will be asked to identify themselves and if comfortable doing so, provide their address for the taped record. Any public speaker will be requested to state their name and spell it for purposes of closed captioning.

In the interest of fairness, Council asks that speakers observe the stated time limit. The time limit may vary from three to five minutes based on the number of Petitioners in attendance and is at the Mayor's discretion. The green light on the timer will turn yellow when a speaker has one minute remaining. At that time, a speaker should sum up their comments and yield the floor when the bell indicates time has expired.

Handouts

If handouts are included as part of a speaker's comments, ten copies (7 for Council, 1 for the Town Manager, 1 for the Town Attorney and 1 to the Clerk of Council for the official record) are to be provided. All handouts must be given to the Clerk of Council who in turn will distribute to the Council Members. Do not approach individual Council Members to distribute handouts. Handouts must be given to the Clerk at the beginning of a Petitioner's remarks and within the time allotted for comments.

Presentations

Audio visual or recorded materials are not permitted during Petitioner comments.

Speaker Sign-up

There is no requirement to sign-up in advance of a meeting to speak as a Petitioner. However, if a Petitioner wishes to sign-up in advance, a link for advance sign-up is available on the Town's Web site at <https://www.leesburgva.gov/government/mayor-council/current-council-agenda>. The sign-up link is active at 5:00 p.m. the day the agenda is published until 4:00 p.m. the day of the meeting. If a speaker did not get the opportunity to sign-up in advance, a sign-up sheet will be available on the table outside the Council Chamber the night of the meeting. If a Petitioner is unable to sign-up in advance or add their name to the sign-up sheet on the table outside the Council Chamber, there will be one last opportunity to speak. Prior to closing the Petitioners Section, the Mayor will ask if there is anyone who would like to speak that did not get an opportunity to sign up. Speakers will be given the opportunity to come forward to make their comments. All speakers will be taken in the order they signed up.

Speaking on someone else's behalf

Comments should be those of the speaker or as an identified spokesperson of a group. As there is no way to verify comments from others, comments from citizens not in attendance should be directed to Council via mail to 25 W. Market Street, Leesburg, VA 20176 or via email to Council@leesburgva.gov.

Council Comments

The Petitioners Section is an opportunity to hear from members of the public. Council Members will not respond to comments or participate in a question and answer session with a Petitioner. Any responsive comment or action by Council, if desired, will be addressed during the Council Members Comments Section at

the end of the meeting. Any additional follow-up directed to staff will come from the Mayor, at the Mayor's discretion.

Decorum

A person addressing the Council as a Petitioner should advance to the podium when recognized by the Mayor. Decorum will be maintained. Statements, which are demeaning or defamatory to members of the public, the staff or the Council, are inappropriate and out of order. Violent or threatening behavior will not be permitted. The Mayor may dismiss a speaker for failure to maintain proper decorum.