



TOWN OF
VIENNA
since 1890

Guidelines for Citizens Speaking at Public Hearings

Members of the Vienna community, its elected officials, and Town staff place a high value on constructive and thoughtful debate on public issues. To this end, all who participate in meetings and public hearings in Town Council Chambers, including public officials, board and commission members, staff, and members of the community are expected to observe the following guidelines:

- Citizens who wish to speak during a public hearing are encouraged to sign-up in advance; sign-up sheets will be available in Council Chambers.
- The mayor or chair will recognize an individual when it is their turn to speak.
- Citizens are asked to clearly state their name and home address for the record.
- To ensure that there is sufficient time for all citizens to be heard, speakers are allowed three minutes per public hearing; a timer is utilized.
- Citizens should be respectful of others, demonstrate integrity in their comments and actions, and be clear and concise.
- The use of profane, vulgar, obscene, or threatening speech is not permitted and may result in removal from the meeting.

During the coronavirus pandemic, the Town of Vienna is providing virtual options for attendance at and participation in Town meetings and public hearings.

Virtual options for how to participate in public hearings or make comments about items not on the agenda at Town Council meetings:

- Register to attend the meeting via Zoom and indicate “yes” to questions about speaking during the “Receipt of petitions and communication from the public” agenda item and/or speaking at a public hearing. Zoom links to meetings are provided the week of the meeting at viennava.gov/publicparticipation.
- Using the toolbar at the bottom of the screen in Zoom, raise your hand virtually.
- Submit an eComment for the meeting at which you’d like to comment at [vienna-va.legistar.com/Calendar.aspx](https://vienna.va.legistar.com/Calendar.aspx).
- Submit an email with written comments to the meeting to mclark@viennava up to an hour before the meeting starts.

Virtual public meeting etiquette guidelines

- Join the meeting at least 10 minutes before its scheduled start.
- Dress appropriately for video appearance; attire similar to what you’d wear to attend a public meeting in person is appropriate.

- Be aware of your surroundings.
- Mute your microphone when you're not talking (press the space bar to speak).
- Speak up and at the mic.
- No food allowed – don't eat anything or chew gum.
- Stay seated and stay present.
- If you must leave the meeting for a moment, mute your mic to prevent background noises from being picked up in the meeting.

Thank you for participating in the Town's public meetings and hearings!

For accommodations in accordance with the Americans with Disabilities Act, please contact the Town Clerk's Office at 703-255-6304 prior to the meeting.