

COUNCIL PROCEDURE MEMORANDA

Council Procedure Memorandum No. 1	Communication between City Council, the City Manager and Staff
Council Procedure Memorandum No. 2	Boards and Commissions – Applications and Appointments
Council Procedure Memorandum No. 3	Agendas for City Council Meetings; Council Member Remote Participation for City Council Meetings
Council Procedure Memorandum No. 4	Speakers Appearing Before Council
Council Procedure Memorandum No. 5	Grant Applications
Council Procedure Memorandum No. 6	Abstention from Casting Vote
Council Procedure Memorandum No. 7	Adoption of Ordinances
Council Procedure Memorandum No. 8	Procedure for Refusal or Reduction of Council Pay Increases
Council Procedure Memorandum No. 9	Non-budgeted Money Request
Council Procedure Memorandum No. 10	Travel by Council Members
Council Procedure Memorandum No. 11	Spending Generally; Spending Authority for the Mayor
Council Procedure Memorandum No. 12	Request for Funding Organizations
Council Procedure Memorandum No. 13	Naming of Public Facilities
Council Procedure Memorandum No. 14	Consent Agenda
Council Procedure Memorandum No. 15	Freedom of Information Act (FOIA) Requests
Council Procedure Memorandum No. 16	Meetings
Council Procedure Memorandum No. 17	Invocation
Council Procedure Memorandum No. 18	Seconds for Actions
Council Procedure Memorandum No. 19	Proclamations & Other Forms of Recognition
Council Procedure Memorandum No. 20	Town Hall Meetings

COUNCIL PROCEDURE MEMORANDUM NO. 1

SUBJECT: Communication between City Council, the City Manager, and Staff

1. As provided in Sections 3, 14 and 15 of the Charter of the City, the government of the City is vested in the Council and its administration in the City Manager.
2. When the public duties of Council necessitate contact with the administrative officers or employees of government, the following procedure will apply:
 - a. The normal channel will be to the City Manager who will respond to the member of Council with information, explanation, or action as appropriate. The City Manager may determine that action should be taken, if at all, after formal consideration and vote of Council.
 - b. Since it is important that Council members show interest in the various departments of government, visits are encouraged to city offices for observation, familiarization and getting acquainted overall with City employees. However, such visits will be made after notification to the office of the City Manager and will conform to paragraph c below.
 - c. No requirements of any kind or requests for information will be levied directly upon the various employees of city government, except to Council appointees, by any member of Council, including through written or electronic means. Requests, requirements or tasks desired by Council will be communicated directly to the City Manager and from the latter, as summarized and interpreted, to the appropriate office. It will be the City Manager's responsibility to assure that appropriate response is provided and that as to any matter of general application or interest, all members of Council are informed.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 2

SUBJECT: Boards and Commissions — Applications and Appointments

1. Application forms will be available in the Clerk of Council's office and on the City's website to any resident who wishes to be considered for appointment to a City board, commission or committee. Applications will be filed with and maintained in the Clerk of Council's office. Upon receipt of an application form, the Clerk of Council will contact each applicant to inform them that their application has been received.
2. When an appointment is forthcoming on a board, commission, or committee, the Clerk's office will post a description of responsibilities approximately 60 days prior to the date of appointment on the City's website to encourage the submission of applications.
3. The Nominations Committee will review all applications as part of its deliberations in the process of selection of appointees. A report from the Nominations Committee will be sent to Council, with the agenda materials, prior to the Council meeting. Additionally, the Clerk of Council will separately send a copy of all applications considered by the Nominations Committee to Council. These applications will be marked as confidential pursuant to the Virginia Freedom of Information Act.
4. When possible, appointments will be made approximately 30 days prior to the expiration of the term of current members to permit orientation of new appointees and continuity of responsibilities.
5. The Council may appoint a Council liaison to boards and commissions. The Council liaison shall communicate with the chair of the board or commission that they are appointed to serve. The liaison shall ensure that the board or commission's needs are being met. If a board or commission does not have a Council liaison, the chair of the board or commission shall communicate with Council about any needs the board or commission that may require Council attention.

AMENDED: FEBRUARY 27, 2025

COUNCIL PROCEDURE MEMORANDUM NO. 3

SUBJECT: Agendas for City Council Meetings; Council Member Remote Participation for City Council Meetings

Agendas:

Anyone wishing to appear before City Council at a regularly scheduled meeting for a work session will be advised by the City Manager to appear at the City Council's Matters from the Public at the Council's Regular Meeting. The individual will be advised to make a brief presentation at their Matters from the Public presentation within the five minute time period provided to all speakers. The individual may then request the City Council to allow them to make a presentation at a future Work Session.

At each work session, the first agenda item will be "Approval of Agendas" for both the work session and the regular session meetings of Council. The Mayor or other presiding officer will entertain a motion for Council to approve the proposed work session and regular session agendas, with or without modification as identified in the motion. The Clerk of Council will poll each Council member on such vote and, if necessary, successive votes will be taken until there is Council approval of both agendas. With a vote for approval of modification, Council may amend its regular session agenda at the beginning of the regular session, again with the Clerk of Council conducting an individual poll on the vote of each member of Council.

There will be an agenda for each and every Council meeting, including work sessions, and no matters which are not on the approved agendas will be discussed unless deemed an emergency. Notwithstanding any prior action of Council to the contrary, Council members may contact the City Manager with any items desired to be on the agenda, if necessary. The proposed agenda items cut-off time will be at noon on the Friday two weeks preceding the Thursday City Council meeting. Agenda items proposed by Council members shall be placed on the following meeting's work session agenda. The proposed agendas and back-up materials will be transmitted to Council members by Friday afternoon prior to the meeting, absent special circumstances.

Agenda materials shall be compiled and delivered to the Clerk of Council by 12 noon on the Friday preceding the scheduled Council meeting for duplication and distribution, by whatever means as determined by Council (i.e., paper copies, electronically, etc.).

Member Remote Participation for City Council Meetings:

- 1. Purpose and Applicability.** It is the policy of the City Council under this memorandum that individual members of the Council may participate remotely in Council meetings by electronic means as permitted by Virginia Code Section 2.2-3708.2, even in the absence of the Governor having declared a state of emergency, when there is a quorum physically assembled at one primary or central meeting location. For circumstances when the Governor

has declared a state of emergency, such as has existed with COVID-19, the requirements of Virginia Code Section 2.2-3708.2(A)(3) must be satisfied. The purpose of this policy is to comply with the requirements of Section 2.2-3708.2 of the Code of Virginia to allow for and govern remote participation by one or more Council members in Council meetings by electronic communication means in general, outside of an extraordinary situation involving a Governor- declared state of emergency. All City Council proceedings pursuant to this policy shall be conducted in accordance with Virginia Code Section 2.2-3708.2 as that statute, a part of the Virginia Freedom of Information Act, may hereafter be amended. This policy shall apply to the entire City Council membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

2. Quorum and Setting Required. The City Council may consider a member's individual request for remote participation by electronic communication means only if a quorum of the Council is physically assembled at one primary or central meeting location, and there is an arrangement for the voice of the remotely participating Council member to be heard by all persons at such primary or central meeting location. If a Council member remotely participates due to the Council member's temporary or permanent disability or other medical condition that prevents the member's physical attendance, or due to a family member's medical condition that requires the Council member to provide care for the family member which prevents the Council member's physical attendance at the meeting, or the member is a caregiver who must provide care to person with a disability preventing the member's physical attendance at the meeting, the member's participation shall count towards the quorum as if the member is physically present.

3. Notice and Permissible Reasons for Electronic Participation. Council member participation remotely under this policy shall only be allowed if: on or before the day of the meeting, the Council member notifies the Mayor or other presiding officer that the member's inability to attend is due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, or due to a family member's medical condition that requires the Council member to provide care for the family member which prevents the Council member's physical attendance at the meeting, or the member is a caregiver who must provide care to person with a disability preventing the member's physical attendance at the meeting, or due to a personal matter and the Council member identifies with specificity the nature of the personal matter. A Council member may remotely participate in up to five meetings each calendar year due to personal matters. A Council member's remote participation due to a temporary or permanent disability or other medical condition shall not be subject to a meeting limitation per calendar year. A Council member's remote participation due to a family member's medical condition that requires the Council member to provide care for the family member thereby preventing the Council member's physical attendance shall not be subject to a meeting limitation per calendar year. A Council member's remote participation due to the member's caregiving responsibilities to a person

with a disability thereby preventing the Council member's physical attendance shall not be subject to a meeting limitation per calendar year. The Council member requesting to remotely participate in the meeting must state the remote location from which they will participate.

4. **Approval.** Individual participation from a remote location shall be approved unless such participation would violate this policy or applicable law. City Council shall vote whether to allow such participation and, if approved, the Council's meeting minutes shall reflect the following: the remote location from which the member participated, even though the remote location need not be open to the public; if the basis for the remote participation is disability or a Council member's or a family member's medical condition, the fact of such; and, if the basis for the remote participation is a personal matter, the specific nature of the personal matter. Upon adoption of a motion to approve the Council member's participation by electronic communication means, the Council member shall be allowed to fully participate in the meeting by electronic communication means. Before proceeding with the remainder of the Council meeting, the Mayor shall ask the Council member to state their name. The Mayor shall then ask the other Council members and members of the public in attendance if they can hear the remotely participating Council member. The meeting shall not proceed until the remotely participating Council member's voice can be heard by all Council members and members of the public physically assembled at the meeting location.
5. **Disapproval.** If the City Council votes to disapprove the Council member's remote participation because such participation would violate this policy or applicable law, such disapproval shall be recorded in the Council's minutes with specific reasons cited under this policy and/or under applicable law for the disapproval.

UPDATED: February 27, 2025

COUNCIL PROCEDURE MEMORANDUM NO. 4

SUBJECT: Speakers Appearing Before Council

City Council meetings offer two types of forums for the public to address the Council. Public hearings, when scheduled for a Council regular meeting agenda, provide the public with an opportunity to address a specific issue before the Council for its consideration.

The City Council also has an item on its regular meeting agenda entitled “Matters from the Public” which occurs after “Matters from the City Manager” portion of the regular meeting.

The Council will provide an opportunity for both in-person public participation as well as remote public participation for both public hearings and “Matters from the Public.”

The Staunton City Council permits the use of the City’s Zoom platform to enable community members to remotely participate in public hearings and “Matters from the Public.”

During a public hearing and “Matters from the Public”, the Mayor will ask the City Manager to determine if anyone is on the Zoom platform before beginning the public hearing or “Matters from the Public.” If individuals are on the Zoom platform, the Mayor shall proceed with the public hearing or “Matters from the Public” by alternating between individuals who are physically present for the meeting and individuals participating through the Zoom platform.

Individuals participating through the Zoom platform shall adhere to all rules and time limits applicable to physically present individuals participating in the public hearing or “Matters from the Public.”

The City Manager or designee is authorized to end the call of an individual participating through the Zoom platform when the individual’s time period for the call expires.

The following are the Council’s rules for public participation in public hearings as well as Matters from the Public.

Public Hearing/Land Use Hearing Rules.

It shall be the policy of the City Council to require all speakers from the floor to come forward and speak into the microphone and give their names and addresses. Individuals participating through the Zoom platform are required to provide their names and addresses. Each speaker will be limited to 5 minutes. This announcement shall be made at the beginning of each Council public hearing, when necessary.

Also, in a public hearing, the following procedure will be followed:

1. The business item will begin with a presentation by a staff member. The Council may ask the staff member any questions that it has about the item.
2. In a land use public hearing, the applicant will be asked if they wish to make a presentation to Council before the public hearing begins. If the applicant chooses to make a presentation, it shall be limited to 15 minutes which shall include questions asked by the Council and the applicant's answers. After the applicant concludes their presentation, the Council may ask the applicant any questions that it has about the presentation.
3. The Mayor shall then open the public hearing. All persons speaking for or against shall be limited to 5 minutes and allowed to speak only if the point has not previously been made. Speakers at a public hearing may only speak about the subject of the public hearing. The Mayor shall close the public hearing after all persons wishing to speak for or against the item have been provided an opportunity to address the Council. No individual may speak more than once at the public hearing. After the public hearing is closed, no person in the audience may speak on the item.
4. In a land use matter, the applicant will then be offered an opportunity to rebut or address any comments made during the public hearing. The rebuttal by the applicant shall be limited to 5 minutes.
5. At the conclusion of the applicant's rebuttal, the Council may ask the applicant or staff members any questions that it has about the item.

A majority vote of Council may waive any of the limits set for the speakers or the applicant.

Matters from the Public Rules.

1. Before the beginning of "Matters from the Public", the Mayor shall read the "Introductory Remarks for Matters from the Public" adopted at Council's April 8, 2021 meeting.
2. Each individual speaking at "Matters from the Public" shall be limited to 5 minutes.
3. No individual shall speak more than once at "Matters from the Public" at each regular Council meeting.

Certificate of Appropriateness Rules.

In the event that an individual appeals the Historic Preservation Commission's denial of a Certificate of Appropriateness, the appellant and/or their representative shall make a

presentation to the City Council that shall not exceed fifteen minutes. At the conclusion of the appellant's presentation, the City Council members may ask questions of the appellant and/or their representative.

UPDATED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 5

SUBJECT: Grant Applications

The City Manager or designee shall review all applications on behalf of the City for state, federal, or private grants. The City Manager shall have the authority to approve and submit the grant application on behalf of the City without submitting the same for review and approval of City Council, except in the following cases:

1. Grants that require City funds or property to be contributed as a matching or percentage share, or
2. Grants that require a resolution, ordinance, or other authorization from City Council.

The City Manager shall report to City Council all grants approved and submitted by the City Manager without submittal for review and approval to City Council, in accordance with this procedural memorandum, no later than the second meeting of City Council following the City Manager's approval and submittal.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 6

SUBJECT: Abstention from Casting Vote

Section 2.10.120 of the Code of Staunton provides that every member of Council present shall vote upon all questions that a vote must be taken, unless excused by the Council (unless the member has an immediate personal or financial interest in the matter). Requests by a member to abstain from voting or to announce the intention not to vote because of personal or other financial interest shall be made to the presiding officer of Council prior to the placing of the matter before Council for vote. Council need take no further action to allow the abstention in the case of a member's personal or other financial interest in the matter, consistent with the requirements of the Virginia State and Local Government Conflict of Interests Act.

A Council member may also abstain from a vote without further Council action if the Council member believes that voting upon a matter may create the appearance of a conflict of interest. The Council member shall state the specific reason that the member believes the appearance of a conflict of interest exists.

Additionally, a Council member may abstain from a vote to approve meeting minutes without further Council action if the Council member did not attend the meeting for which minutes approval is being considered.

Council shall consider a request to abstain from a vote for other reasons and may grant the request if a majority of the members present (excluding the member requesting the abstention) votes in favor of granting the request.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 7

SUBJECT: Adoption of Ordinances

It shall be the policy of the City Council that ordinances, subject to particular circumstances generally, shall be presented to Council for its consideration in the following manner:

1. The ordinance may be introduced at the Council meeting having such ordinance on the agenda. If the ordinance is so introduced it shall be placed on Council's next agenda (or a designated Council agenda at a subsequent meeting) for consideration for final adoption.
2. If a majority of the members of Council (four) support a motion to adopt an ordinance upon its introduction and such ordinance is not subject to other requirements before introduction and adoption as provided by the Code of Virginia, The Code of the City of Staunton or the Charter of the City of Staunton, the ordinance may be so adopted without the necessity of consideration at a subsequent meeting.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 8

SUBJECT: Procedure for Refusal or Reduction of Council Pay Increases

1. No City Council member shall be required to accept a pay increase in whole or in part if opposed to its enactment, morally opposed to accepting compensation for services, or feels the performance as a Council member does not justify that amount of compensation, or for any other reason.
2. If the Council member concerned does not desire to accept such an increase in whole or in part, the member shall:
 - a. Immediately notify the City Manager of the decision to refuse the pay increase or such part of it as he/she desires; and
 - b. Request continuance of the present pay or, if applicable, the amount of the pay increase to be accepted; and
 - c. Execute such waiver of increased compensation as may be required by law or deemed necessary by the City.
3. The waiver of pay increase or part thereof shall remain in effect from the time of its submission until it shall be revoked in writing by the Council member concerned. At such time, the revocation will be made available as public information.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 9

SUBJECT: Non-Budgeted Money Request

It shall be the policy of the City Council not to accept any request for money outside of the budget process, except those requests which could not reasonably be anticipated by the applicant during the budget process.

Requests for Staunton-based projects will be submitted to the Director of Finance in accordance with the City Manager's budget calendar each budget year. These requests will then be evaluated along with other requests during the budget review. Approved requests for sports, organizations, youth, etc. will only be paid after staff has been satisfied that the project has been or will be completed.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 10

SUBJECT: Travel by Council Members

It shall be the policy of the City Council to approve travel by members of the Council at City expense, prior to the conference, seminar, meetings (except any events related to the Virginia Municipal League or Virginia First Cities) or other event.

The member of Council shall present the proposed travel to the majority of Council during a work session or Council meeting and receive approval of Council prior to making arrangements or incurring City expense.

UPDATED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 11

SUBJECT: Spending Generally; Spending Authority for the Mayor

1. No dues or fees of civic organizations shall be paid for a membership of the City, City Council or individual members of City Council.
2. It shall be the policy of City Council to authorize the Mayor to incur expenses up to \$250.00 per transaction on behalf of the City when in the Mayor's judgment the expense is in the City's best interest. Such expenses shall be incurred and contracted within the parameters of any applicable procurement laws and policies of the City. All such expenses will be charged to the operating budget of City Council. If the Mayor expends any funds pursuant to this section, the Mayor will report the expenses to the City Council at the Council's next regular meeting.
3. Any expenses exceeding the \$250.00 limit established by Council shall require the approval of the majority of a quorum of Council prior to being incurred.

UPDATED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 12

SUBJECT: Requests for Funding Organizations

It shall be the policy of City Council to require each organization requesting funds from the City to furnish to the City Manager and City Council a financial statement and/or a budget prior to Council acting upon the request. The purpose of this policy is to afford Council a better understanding of the organizational needs prior to entertaining such requests. The City Manager shall take the appropriate steps to provide oversight of funds to outside agencies such as requesting reports, financial statements, and data to support the agency's request.

UPDATED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 13

SUBJECT: Policy on Public Place Names and Name Changes

PURPOSE: The purpose of this policy is to establish standard guidelines for naming and renaming public assets.

This policy impacts City-owned property, rights of way, and infrastructure within the boundaries of the City of Staunton only. The following types of City-owned assets included within the scope of the policy include:

- A. Buildings and structures
- B. Property, including open spaces and parks
- C. Public rights of way, including trails, pathways, and other non-roadway rights of way.
- D. Public rights of way and portions of real property that serve as public roadways.

The following are not included within the scope of this policy:

- A. Memorial dedications
- B. Public art installations
- C. Private buildings, structures, property, and roadways
- D. Paid naming rights of property and marketing partnerships
- E. Historic properties for which a historic name has already been accepted

NAMING/RENAMING CRITERIA:

- **Location:** the proposed name should assist the public in identifying its location. The City shall consider the common use name of the area and its surrounding assets when considering a naming or renaming request. This may also include significant geographical assets.
- **Historical Significance:** The City shall consider the historical significance of any naming or renaming request. The name may be associated with an historical event, person, or place that had a major impact that reflects the broad patterns of Staunton's history or a person with citywide significance to Staunton's past.
- **Community Impact:** The City shall consider naming or renaming requests for individuals who have made substantial contributions to benefit the City of Staunton. This type of naming request may be considered when a person's local significance and good reputation have been accepted broadly in the community.
- **Public Roadways:** honorary naming of public roadways will be considered as part of this policy. Renaming an existing street will generally not be considered except in very rare and special instances.

GUIDING PRINCIPLES:

Naming and renaming requests will be considered within the best interest of the City, to ensure a worthy and enduring legacy for the City of Staunton.

- Names must engender a strong, positive image, consistent with the City's values.
- Be appropriate, relative to the asset's location and history.
- Have historical, cultural, or social significance for future generations.
- Have broad public support.
- Not result in the commercialization of the asset.
- Naming shall generally not be done for individuals who are still living.
- Duplication of names already used within the City should be avoided.

GENERAL PROCEDURES:

Each request for naming or renaming must be submitted using a Naming and Renaming Request Form, completed in full (attached to this policy). The application will be reviewed for completeness and submitters may be asked for additional information. Once all information has been received, an internal review committee consisting of representatives from the City Manager's Office, Parks & Recreation Department, Public Works Department, Police Department, and Planning & Zoning Division will review. Feedback and additional questions will be sent to the submitter if necessary. If the internal review committee has no concerns with the request, it will then be provided to the City Council for review and consideration. City staff and City Council reserve the right to involve external parties for specialized review, if deemed necessary. All requests for naming or renaming must meet the guidelines outlined in this policy. The City will consider naming proposals but is under no obligation to accept a proposal.

UPDATED: October 12, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 14

SUBJECT: Consent Agendas

It shall be the policy of City Council to have the City Manager place routine, non-controversial items on a Consent Agenda. A briefing for the Consent Agenda shall be prepared in the manner and format of regular business items on the agenda. All matters listed under the consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of the items. If discussion is desired, the item may be removed from the Consent Agenda at the request of a member of City Council and considered separately.

The Consent Agenda shall be adopted by a motion “to approve the consent agenda and listing each individual item included therein,” and shall be considered by the Council as a single item. Any business item so included on the consent agenda shall be described in sufficient detail in the Consent Agenda Briefing to provide the public with an appropriate understanding of such item. Upon objection by any member of Council to including an item, that item shall be removed from the consent agenda and placed on the regular agenda for Council’s consideration.

Consent agenda items may include, but are not limited to:

- Minutes
- Nominations Committee Reports
- Resolutions
- Financial Reports

UPDATED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 15

SUBJECT: Freedom of Information Act (FOIA) Requests

1. For the purposes of complying with FOIA requests for Council member public records, the City shall be considered the custodian for all Council member public record transmissions including those sent and received through the City's email network.
2. It shall be the policy of City Council that any and all FOIA requests made to a Council member shall be immediately directed to the City's FOIA Officer who will respond to the request and ensure compliance with FOIA.
3. A City Council member may waive reasonable charges related to their time accessing or searching for public records. No City Council member shall have the authority to waive other charges related to FOIA requests. Fees are calculated based on the amount of staff time required to search, access, redact, duplicate, and supply the requested records.
4. Upon the expiration of their term in office, a Council member shall provide electronically copies of all of their public records other than those sent and received through the City network and related to the transaction of public business on a thumb drive provided by the City's Information Technology Department. This thumb drive will be provided to the City's FOIA Officer. The City's FOIA Officer will use the copies to fulfill all further FOIA requests for Council member emails, and will maintain the copies in accordance with the Virginia Public Records Act. For purposes of this Memorandum, "public business" encompasses those matters over which the Staunton City Council has supervision, control, jurisdiction, or advisory power.
5. Council members shall comply with the Library of Virginia's Records Retention Schedule pursuant to the Virginia Public Records Act.

REAFFIRMED: January 3, 2023

*Memorandum number updated March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 16

SUBJECT: Meetings

The Staunton City Council shall conduct three types of meetings: an organizational meeting, regular meetings, and special meetings.

Organizational Meeting: Beginning in January 2023, the Council shall conduct an organizational meeting every two years. The City Attorney shall call the meeting to order and conduct the election for a new Mayor to serve a two year term. The Mayor shall then preside over the remainder of the meeting which shall consist of the election of a Vice-Mayor, the adoption of a meeting schedule, a review and consideration of Council Procedure Memoranda, establishment of the Council Nominations Committee, and appointment of the Council Nominations Committee members.

Regular Meetings: Pursuant to Section 6 of the Staunton City Charter and Staunton City Code Section 2.10.080, the Staunton City Council shall hold its regular meetings on the second and fourth Thursday of each month at an hour and place designated by the City Council. The Council may, by a majority vote, cancel a regular meeting.

Special Meetings: Pursuant to Section 7 of the Staunton City Charter, the Mayor or any two members of the Staunton City Council may call a special meeting. At least 12 hours notice of the special meeting must be provided to each Council member of the special meeting. The notice shall contain the business to be transacted at the special meeting as well as the date, time, and place of the meeting. The notice must be personally served or left at the Council member's usual place of residence or business. The 12 hour notice requirement may be waived if all Council members attend the meeting or waive the notice requirement. No business shall be transacted at a special meeting except that for which the meeting is called unless all Council members attend the special meeting or give their written consent to transact business not contained in the notice.

Hazardous Conditions: In the event the Mayor, or the Vice-Mayor, if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for Council members to attend a regular meeting, such regular meeting shall be continued to the next Monday. Such finding and declaration shall be communicated to the Council members and the media as promptly as possible. And, to the fullest extent permitted by law, all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

UPDATED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 17

SUBJECT: Invocation

At each regular meeting of Council, the second agenda item will be an “Invocation/Moment of Silence.” Such an invocation or moment of silence will be on a rotating basis, with each Council member electing whether to observe their turn in the rotation and whether to defer to the next Council member in the rotation or another Council member. Any invocation will be directed to Council and may be offered consistent with applicable controlling law. Any moment of silence may be introduced by the Council member with reference to a remembrance or thought of current or historic events.

An invocation or moment of silence shall not be used to proselytize audience members or to disparage the religious faith or non-religious views of others. Before commencing the invocation or moment of silence, a Council member shall state to the audience, “Please feel free to join me in this invocation/moment of silence (whichever is applicable) if you desire to do so.”

No person attending the meeting is required to participate in the invocation or moment of silence. Any person attending the meeting is free to leave the meeting prior to or during the invocation/moment of silence, and to rejoin the meeting at the conclusion of the invocation/moment of silence. Members of the public will not be treated differently based on whether they participate in the invocation/moment of silence.

AFFIRMED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 18

SUBJECT: Seconds for Actions

Section 11, First, authorized the Staunton City Council to adopt such bylaws as it deems necessary. Pursuant to this authority, the Council hereby adopts a bylaw which shall require a member to second any action by the Council for the matter to be considered for debate and action by the Council. However, motions that are the product of a Committee, a second shall not be required for the Council to consider the matter for debate and action.

AFFIRMED: March 23, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 19

SUBJECT: Proclamations & Other Forms of Recognition

The Staunton City Council wishes to provide recognition to its residents and entities.

Additionally, the Council desires to provide recognition to particular days, weeks, and months. The following forms of recognition may be requested by Staunton residents and entities:

1. **Commemorative Letter** prepared on Mayor's letterhead, affixed with the City seal and mailed in a flat envelope for birthdays, retirements, congratulations, etc.
2. **Letter & Certificate of Recognition** for significant individual or organizational achievements/milestones. Mailed to individual or organization in a flat envelope. An individual or organization may request to be recognized in Council Chambers. If such a request is received, the Clerk of Council shall individually poll the members of Council to determine if a majority wishes to host the recognition in Council Chambers. If a majority of Council wishes to host the recognition in Council Chambers, the Council shall vote upon the presentation of the recognition at its regular meeting immediately preceding the recognition.
3. **Commemorative Proclamation** presented by the Mayor, or designee, to an organization at an event or function in recognition of local, state or national achievement or to commemorate an event, such as Small Business Saturday.
4. **Proclamation in Council Chambers** presented by the Mayor, in observance of a certain day, week or month, such as: Juneteenth, Arbor Day, Veterans Day, etc. Also presented to non-profit organizations in connection with national, statewide or local observances or in connection with a significant milestone, such as: Pride Month/Shenandoah LGBTQ Center, September Childhood Cancer Awareness Month, etc. The Clerk of Council shall notify the Council of all requests for proclamations. The Council shall vote upon the presentation of the proclamation at its regular meeting.
5. **Key to the City** presented in Council Chambers as a symbol of civic recognition and gratitude, reserved for individuals whose service to the public and the common good rises to the highest level of achievement. The award of a Key to the City must be unanimously approved by City Council.

Recognition requests will be submitted to the Clerk via a request form on the City's website. Each type of recognition will have a unique form requiring specific information about the request. The Mayor shall receive and administer all requests for commemorative letters as well as letters and certificates of recognition. All proclamation requests will be sent to Councilmembers for approval. Requests for a Key to the City must come from a member of City Council and cannot be submitted via the website.

UPDATED: February 27, 2025

COUNCIL PROCEDURE MEMORANDUM NO. 20

SUBJECT: Town Hall Meetings

Members of the Staunton City Council may wish to individually, or in pairs, hear from their constituents regarding issues before the City Council. One method for Councilmembers to interact with constituents is through a “town hall” format. No more than two Councilmembers may be present for a “town hall” meeting.

The “town hall” format is when the Councilmember advertises a meeting in which the Councilmember will hear from and, at the Councilmember’s election, answer questions from a constituent.

“Town hall” meetings are not official meetings of the Staunton City Council, and the transaction of public business will not occur at these meetings. Councilmembers are acting in their individual capacity in “town hall” meetings and not as representatives of the Staunton City Council. These meetings are an opportunity for Councilmembers to provide and receive information from their constituents. Any statement made by a Councilmember at a “town hall” meeting is made in the Councilmember’s individual capacity and is not the official statement of the Staunton City Council or the City of Staunton’s municipal government.

City of Staunton employees will not participate nor be required to participate in “town hall” meetings as part of their official duties.

Councilmembers may designate a particular topic(s) for a “town hall” meeting and require that all attendees only speak and ask questions about that topic(s). Councilmembers may also establish the rules for “town hall” attendees or allow for an informal conversation between the Councilmembers and constituents.

Consistent with controlling legal authority, Councilmembers may not discriminate against any attendee’s viewpoint expressed about the designated topic(s).

AFFIRMED: April 13, 2023