



## WELCOME TO THE FAUQUIER COUNTY BOARD OF SUPERVISORS

The Board meets on the second Thursday of each month, except on legal holidays, in which case the Board will meet the previous business day.

Work Sessions generally begin at 11:00 a.m. The Regular meeting begins at 6:30 p.m., followed immediately by scheduled Public Hearings.

To enhance the transaction of its business, the Board has established written meeting protocols and guidelines for citizen participation. From time to time, it may be in the public interest to change the format and guidelines, and the Board may do so at its discretion.

Matters are considered by the Board in the order listed on the agenda, but may be altered at any time when the Board considers it in the public interest to do so. Matters on the Consent Agenda are routine and are typically adopted by one motion without separate discussion.

Sincerely,

Christopher T. Butler  
Chairman of the Board

### CITIZENS' TIME PROTOCOL

- The Board of Supervisors sets aside twenty (20) minutes near the beginning of each regular board meeting for citizens' comments.
- This regular agenda item is termed "Citizens' Time". During this period, the Board receives comment from any citizen of Fauquier County on any matter not scheduled for a public hearing.
- This is an opportunity for citizens to speak and the Board to listen carefully to citizens' expressions of concern and opinion.
- Citizens' Time is not designed as a question and answer session or a debate.
- Citizens are expected to conduct research on topics prior to Board meetings and this forum provides citizens with an opportunity to inform elected officials of their findings and positions on matters of public interest and concern.
- Speakers are respectfully requested to state their full name and address for the record.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- No citizen shall speak for more than five (5) minutes.
- In the event that more than four (4) speakers wish to be heard during Citizens' Time, the Chairman shall allocate the twenty (20) minutes among speakers in an equitable manner.
- Citizens' Time protocol is set out in Section 4-4 of the adopted By-laws and Rules of Procedure of the Fauquier County Board of Supervisors.

### PUBLIC HEARING PROTOCOL

- The purpose of a public hearing is for the elected and appointed officials of this County to listen carefully to the verbal expressions of position and opinion from the citizens of Fauquier County.
- Comments from citizens who are not residents of Fauquier County will be entertained once all County residents are heard.
- All public hearings are advertised prior to the scheduled hearings and the notices indicate where citizens can obtain information pertinent to matters scheduled for public hearing.
- Public hearings are not question and answer sessions or debates and all statements should be addressed to the Chair.
- Public hearings are intended to give citizens an opportunity to influence the public decision process based on prior research and discussions with appropriate public officials.
- Persons speaking at public hearings are respectfully requested to keep comments brief, not to exceed three (3) minutes, and to address only those issues pertinent to the matters advertised for public hearing.
- Applicants, or representatives of the applicant, will be allowed ten (10) minutes to introduce information regarding the matter advertised for public hearing. All comments are to be pertinent to the issue being considered.
- Written copies of statements made at public hearings are requested but not required.

### OTHER RULES OF DECORUM

- Signs, placards, posters or like material are not permitted in the Board Chamber, adjoining areas or County offices.
- Remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter or leave the meeting.
- The use of profane, vulgar, obscene or threatening speech is not permitted and can result in removal from the meeting.
- Turn off or deactivate the sound from all cell phones, pagers, or other electronic communication devices.