City of Manassas, Virginia
City Council Meeting

AGENDA

Work Session
9027 Center Street
Manassas, VA 20110
Second Floor Conference Room
Wednesday, December 12, 2018

Call to Order - 5:30 p.m.

Roll Call

1. City Manager Report

2. Pre-Organizational Meeting

2.1 Discussion: City Council Appointments
Blank Form: City Council Appointments
City Council Appointments: Meeting Details
City Council Sample Meeting Calendar

2.2 Discussion: Proposed Rules of Procedure
Rules of Procedure (DRAFT)

2.3 Discussion: Term Limits for Members of Boards, Committees, and Commissions
Memo - Amendments to Policy #P-2016-03

Adjournment
Standing Committees and Appointments of City Council
January 2019

Finance
- Chair
- Member
- Member
- Alternate

Economic/Community Development & Land Use
- Chair
- Member
- Member
- Alternate

Personnel
- Chair
- Member
- Member
- Alternate

Council Liaisons – Local Boards, Committees, and Commissions

Airport Commission
Community Policy Management Team (CPMT)
Economic Development Authority
Fire and Rescue Committee
Manassas Historic Resources Board
Parks & Recreation Committee
Social Services Advisory Board
Solid Waste Committee
Utility Commission

Council Liaisons – Regional / Transportation
Northern Virginia Regional Commission – Mayor/Designee
Northern Virginia Transportation Authority (NVTA) – Mayor/Designee
NVTA – Planning Coordination and Advisory Committee (PCAC)
Potomac Rappahannock Transportation Commissions (PRTC)
Virginia Railway Express

Metropolitan Washington Council of Governments
Board of Directors
Chesapeake Bay and Water Resources Policy Committee
Climate Energy and Environment Policy Committee
Human Services and Public Safety Policy Committee
Metropolitan Washington Air Quality Committee
Region Forward Coalition
Transportation Planning Board (TPB)
## Regional & Statewide Organizations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
<th>E-mail</th>
<th>Chair</th>
<th>Executive Director</th>
<th>Meetings</th>
<th>Membership</th>
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<tbody>
<tr>
<td><strong>Northern Virginia Regional Commission (NVRC)</strong></td>
<td>3040 Williams Drive, Suite 200, Fairfax, VA 22031</td>
<td>(703) 642-0700</td>
<td><a href="http://www.novaregion.org">www.novaregion.org</a></td>
<td><a href="mailto:info@novaregion.org">info@novaregion.org</a></td>
<td>Hon. Laurie A. DiRocco</td>
<td>Robert W. Lazaro</td>
<td>Meetings are typically scheduled for the fourth (4th) Thursday of each month. In December, the meeting is scheduled earlier in the month at 7:30 p.m.</td>
<td><strong>Membership:</strong> The Commission shall be composed of representatives of the member governmental subdivisions, on the basis of one member of each governmental subdivision who shall be the chief elected officer from the governing body or his/her designee.</td>
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<tr>
<td><strong>Northern Virginia Transportation Authority (NVTA)</strong></td>
<td>3040 Williams Drive, Suite 200, Fairfax, VA 22031</td>
<td>(703) 642-4652</td>
<td><a href="http://www.thenovaauthority.org">www.thenovaauthority.org</a></td>
<td><a href="mailto:TheAuthority@thenovaauthority.org">TheAuthority@thenovaauthority.org</a></td>
<td>Martin E. Nohe</td>
<td>Monica Backmon</td>
<td>Meetings of the NVTA are typically scheduled for the second (2nd) Thursday of the month at 7:00 p.m.</td>
<td><strong>Membership:</strong> The chief elected officer of the governing body of each of the counties and cities embraced by the Authority shall serve as the representative. The chief elected officer may, in his or her discretion, appoint a designee upon written notice signed by the chief elected officer.</td>
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<tr>
<td><strong>Potomac and Rappahannock Transportation Commission (PRTC)</strong></td>
<td>14700 Potomac Mills Road, Woodbridge, VA 22192</td>
<td>(703) 730-6664</td>
<td><a href="http://www.prtctransit.org">www.prtctransit.org</a></td>
<td><a href="mailto:Omni@OmniRide.com">Omni@OmniRide.com</a></td>
<td>Ruth M. Anderson</td>
<td>Robert “Bob” Schneider</td>
<td>Meetings of the PRTC are typically scheduled for the first (1st) Thursday of the month at 7:00 p.m.</td>
<td><strong>Membership:</strong> One member from Manassas who must be an elected official. The alternate to PRTC does not have to be an elected official.</td>
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| **Virginia Railway Express (VRE)** | Meetings of the VRE are typically scheduled for the third (3rd) Friday of each month at 9:00 a.m.  
| 1500 King Street, Suite 202 |  
| Alexandria, VA 22314 | The VRE meets in the PRTC Boardroom, located at 14700 Potomac Mills Road in Woodbridge.  
| E-Mail: gotrains@vre.org | Membership: The VRE member must also be a member of the PRTC; therefore, the Council Member appointed to the PRTC must also serve on VRE.  
| Phone: (703) 684-1001 | The alternate to VRE must also be an elected official.  
| Fax: (703) 684-1313 |  
| Website: www.vre.org |  
| Martin E. Nohe, Chairman, (703) 792-4620 |  
| Doug Allen, Chief Executive Officer |  

| **Metropolitan Washington Council of Governments (MWCOG)** | **Independent Policy Boards**  
| 777 North Capitol Street NE, Suite 300 | **Board of Directors:** Meets monthly on the second (2nd) Wednesday from 12:00 p.m. to 2:00 p.m.  
| Washington, DC 20002 | **Northern Capital Region (TPB) Transportation Planning Board:** Meets monthly on the third (3rd) Wednesday from 12:00 p.m. to 2:00 p.m.  
| Phone: (202) 962-3200 | **Metropolitan Washington Air Quality Committee (MWAQC):** Meets monthly from 12:00 p.m. to 2:00 p.m.  
| Website: www.mwco.org | Membership: All members of the COG Policy Boards must be elected officials.  
| Matt Letourneau, Chair, Board of Directors | **Policy Committees**  
| Chuck Bean, Executive Director | **Regional Forward Coalition:** Meets quarterly / dates and times TBD  
|  | **Human Services Policy Committee:** Meets bi-monthly on the second (2nd) Friday from 10:00 a.m. to 12:00 p.m. (January-March-May-July-September-November)  
|  | **Climate Energy and Environment Policy Committee:** Meets bi-monthly  

### Chesapeake Bay and Water Resources Policy Committee

Meets bi-monthly on the third (3rd) Friday from 10:00 a.m. to 12:00 p.m. (January-March-May-July-September-November)

**Membership:** COG strongly encourages jurisdictions to appoint elected officials to the Policy Committees, however, they will allow staff appointees.

### Virginia Municipal League (VML)

13 E. Franklin Street  
Richmond, VA  23219  
Phone: (804) 649-8471  
Website: www.vml.org  
www.facebook.com/virginiamunicipalleague  
Anita James Price, President  
Michelle Gowdy, Executive Director

The Virginia Municipal League has six Policy Committees that receive briefings on select statewide issues, consider possible changes to policy statements, and develop legislative recommendations for the Legislative Committee to consider. The six Policy Committees are: (1) Community and Economic Development, (2) Finance, (3) General Laws, (4) Environmental Quality, (5) Human Development and Education, and (6) Transportation.
## City Council Standing Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Staff Liaisons</th>
<th>Description</th>
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</table>
| Economic Development / Community Development and Land Use Committee (LUC) | - Elizabeth S. Via-Gossman  
- Patrick Small  
- Matthew Arcieri | This committee is comprised of three City Council Members with one member serving as Chair. This committee typically meets on the fourth (4th) Thursday of the month at 5:30 p.m. in the second floor conference room at City Hall. |
| Finance Committee | - Diane V. Bergeron  
- Stott Mason | This committee is comprised of three City Council Members with one member serving as Chair. This committee typically meets on the second (2nd) Wednesday of the month at 5:30 p.m. in the second floor conference room at City Hall. |
| Personnel Committee | - Andrea P. Madden  
- Rose V.B. Spring  
- Darla Hicks  
- Pat Pate | This committee is comprised of three City Council Members with one member serving as Chair. This committee typically meets on the third (3rd) Thursday of the month at 6:00 p.m. in the City Clerk’s Office Suite (Room 101) at City Hall. |
## City Council Liaison Positions

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<tr>
<th>Committee</th>
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<th>Meeting Details</th>
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<tr>
<td>Advisory Board to Social Services</td>
<td>Staff: Ron King and Anita Brown</td>
<td>Meets on the fourth (4th) Thursday of the month at 6:30 p.m. at the Department of Social Services.</td>
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<tr>
<td>Citizens Advisory Committee on Solid Waste</td>
<td>Staff: Monica Boehringer</td>
<td>Meets on the third (3rd) Wednesday of the month at 6:00 p.m. in the large conference room at Public Works.</td>
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<tr>
<td>Economic Development Authority (EDA)</td>
<td>Staff: Patrick Small</td>
<td>Meets on the third (3rd) Tuesday of each month at 7:30 p.m. in the second floor conference room at City Hall.</td>
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<tr>
<td>Fire and Rescue Committee (FRC)</td>
<td>Staff: Rob Clemons and Melissa Heiderman</td>
<td>Meets on the second (2nd) Thursday of each month at 6:00 p.m. in the second floor conference room at City Hall.</td>
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<td>Manassas City Public Schools (MCPS)</td>
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<td>The School Board typically meets on the second (2nd) and fourth (4th) Tuesday each month at 7:00 p.m. in Council Chambers at City Hall.</td>
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<tr>
<td>Manassas Historic Resources Board (HRB)</td>
<td>Staff: Elizabeth S. Via-Gossman</td>
<td>Meets on the first (1st) Tuesday of the month at 7:30 p.m. at the Manassas Museum.</td>
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<td>Manassas Regional Airport Commission</td>
<td>Staff: Juan Rivera</td>
<td>Meets on the third (3rd) Thursday of the month at 7:00 p.m. in the Airport Conference Room.</td>
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<td>Northern Virginia Regional Commission (NVRC)</td>
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<td>Meets on the fourth (4th) Thursday of the month at 7:30 p.m.</td>
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<td>Northern Virginia Transportation Authority (NVTA)</td>
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<td>NVTA: Planning Coordination and Advisory Committee (PCAC)</td>
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<td>The Planning Coordination and Advisory Committee (PCAC) will meet in late 2019 or early 2020 as part of the update of the Authority's Six-Year Program.</td>
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<tr>
<td>Parks and Recreation Committee</td>
<td>Staff: Kisha Wilson-Sogunro and Jean Griffith</td>
<td>Meets on the second (2nd) Wednesday of the month at 7:00 p.m. at the Manassas Museum.</td>
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<td>Potomac and Rappahannock Transportation Commission (PRTC)</td>
<td>Meets on the first (1st) Thursday of the month at 7:00 p.m.</td>
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| **Utility Commission**  
Staff: Tony Dawood and Daralyn Baker | Meets on the second (2nd) Thursday of the month at 5:30 p.m. in the large conference room at Public Works. |
| **Virginia Railway Express (VRE)** | Meetings of the VRE are typically scheduled for the third (3rd) Friday of each month at 9:00 a.m. |
## March 2019

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<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>10:00 A.M. – COG Human Services Policy Committee</td>
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<td>7:00 P.M. – MCPS School Board Meeting</td>
<td>12:00 P.M. – COG Board of Directors</td>
<td>5:30 P.M. – Finance Committee</td>
<td>5:30 P.M. – Utility Commission</td>
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<td>7:00 P.M. – Parks and Recreation Committee</td>
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The rules of procedure were designed and adopted for the benefit and convenience of the Manassas City Council and are intended to describe the rules and guidelines by which the City Council operates. Additionally, the rules of procedure will help City Council conduct its affairs in a timely and efficient manner and serve as a quick reference for resolving policy and procedural questions during meetings and work sessions. The rules of procedure do not supersede the provisions of the City Charter or Code of Ordinances and do not create substantive rights for third parties or participants in proceedings before the city Council. Further, the City Council reserves the right to suspend or amend the rules of procedure whenever a majority of City Council decides to do so. The failure of the City Council to strictly comply with the rules of procedure shall not invalidate any action of the City Council.

The rules of procedure may be reviewed and adopted biennially, following an election year, at the organization meeting of City Council in January.

**SECTION 1 – PURPOSE AND BASIC PRINCIPLES**

**Section 1-1. Purpose of Rules of Procedure**

A. To enable the Manassas City Council to transact business fully, expeditiously, and efficiently while affording every opportunity to citizens to witness the operations of government;

B. To protect the rights or each individual Council Member;

C. To preserve a spirit of cooperation among Council Members; and

D. To determine the will of the City Council of any matter.

**Section 1-2. Basic Principles Underlying Rules of Procedure**

A. The business of the City Council should proceed in the most efficient manner possible;

B. City Council’s rules of procedure must be followed consistently;

C. City Council’s actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
D. Only one subject may claim the attention of City Council at one time;

E. Each item presented for consideration is entitled to full and free discussion;

F. Every Council Member has equal rights to participate and vote on the issues;

G. Every Council Member must have equal opportunity to participate in decision making;

H. The will of the majority must be carried out; and the rights of the minority must be preserved; and

I. The City Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. Adoption of an Annual Calendar and Meeting Schedule

The time and place of the meetings of the Manassas City Council shall be established annually with the adoption of a resolution and calendar that sets forth the regular meetings (which may include scheduled and advertised public hearings), work sessions, Town Hall meetings, and standing committee meetings (Finance, Land Use, and Personnel).

Regular meetings and public hearings. In general, regular meetings of the City Council, which may include scheduled and advertised public hearings, will be held on the second and fourth Monday of each month beginning at 5:30 p.m. in City Council Chambers, located on the first floor at City Hall. Regular meetings and public hearings are broadcast on Comcast channel 23, Verizon channel 38, and live streamed on the City’s website.

Work sessions. Work session are typically held on the third Monday of each month at 5:30 p.m. and may be scheduled on the second Wednesday and fourth Thursday of the month following the respective Standing Committee meeting. Typically, work sessions are held in the second floor conference room at City Hall and are broadcast on Comcast channel 23, Verizon channel 38, and live streamed on the City’s website. Work sessions outside of the second floor conference room may not be televised or streamed.

Town Hall meetings. The Manassas City Council will host two Town Hall meetings each year with the location and topic of discussion announced prior to the event. The location and topic will be influenced by current City events, projects, and priorities.
Section 2-2. Special Meetings

The City Council may schedule special meetings as it deems necessary with the dates and time adopted as part of the annual calendar or announced in accordance with all legal requirements. Special meetings shall be called by the Clerk of the City Council upon the written request of the Mayor or any three (3) members of the City Council; no business shall be transacted at a special meeting but that for which it shall be called, unless the City Council agrees unanimously to consider such action.

The clerk shall immediately notify the members of the City Council of the time and place designated and the purpose of the special meeting. Additionally, the meeting shall be added to the City calendar and the clerk shall notify the local press and any citizen requesting notification of special meetings of the City Council.

Section 2-3. Pre-Organizational Meeting

In those years in which City Council elections are held, the City Council, including members-elect of the body, shall meet in a work session prior to the organizational meeting to discuss appointments as members of or liaisons to committees, boards and multi-jurisdictional agencies. During the discussion of the full City Council, consideration will be given to a Council Member’s level of interest, experience, his or her specific schedule, and the location, time, and frequency of the meeting(s).

Section 2-4. Organizational Meeting

In those years in which City Council elections are held, an organizational meeting of the Council shall be held the following January, prior to the first regular meeting of the month, at a time to be set by the City Council upon adoption of its annual calendar. The purpose of the Organizational meeting shall be the election of a vice mayor, the appointment of Council Members as members of or liaisons to committees, boards and multi-jurisdictional agencies, the designation of a city manager, city attorney, city clerk and their assistants, and the conduct of such organizational business as may come before the Council.

Appointments of Council Members shall be announced by the Mayor at the organizational meeting and shall become effective when approved by a vote of City Council. If desired, the City Council may review appointments on an annual basis.

The City Council will acknowledge and adopt the Code of Conduct and the Rules of Procedure at its organizational meeting.
Section 2-5. **Legal Holidays**

The City of Manassas observes twelve (12) legal holidays throughout the year. When a regular meeting of the City Council falls on a legal holiday, the City Council will schedule the meeting for the following Monday, unless otherwise indicated on the adopted annual calendar.

**SECTION 3 – OFFICERS AND EMPLOYEES**

Section 3-1. **Mayor and Vice Mayor**

The Mayor shall preside over all meetings of the City Council and perform such other duties as may be prescribed by the Charter and general law, and such as may be imposed by Council, consistent with his office.

The Mayor shall have no right to vote on matters before the City Council except that in every case of a tie vote of the Council, the Mayor shall vote to break the tie not later than the next regular Council meeting.

The Vice Mayor serves in the absence of the Mayor; the Vice Mayor retains the right to vote when serving presiding over the meeting. In the case of the absence from any meeting of the Mayor and Vice Mayor, the members of the City Council present shall choose one of their number as temporary presiding officer.

Section 3-2. **City Manager**

The City Council shall employ a City Manager who shall be chosen in conformity with the provisions of the Charter and who shall exercise the powers and discharge the duties require of him, subject to the approval of the City Council. The City Manager shall exercise administrative supervision and control over all departments of the City government and have general supervision over all improvements, works, and services.

The City Manager shall attend all meetings of the City Council and shall recommend to the Council, for adoption, such measures as he may deem expedient or necessary.

Section 3-3. **City Clerk**

The City Council shall appoint a City Clerk to serve at the will of the City Council. The City Clerk will maintain a minute book in which the proceedings of the City Council, including all motions and subsequent votes, shall be recorded in compliance with legal requirements.

**Statements to be Included in the Minutes.** Any member of the City Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the City Clerk with a written copy of his or her statement.
Section 3-4. **Department Heads**

The head of any department, or any officer or employee of the City when requested by the City Council or the City Manager, shall attend any regular, adjourned or special meeting and confer with the City Council on matters relating to the City.

Section 3-5. **Preservation of Order**

A. At meetings of the City Council, the presiding officer shall preserve order and decorum and decide on questions of order, subject to appeal to the City Council. If a member of City Council transgresses the rules of the Council, the presiding officer shall call him or her to order.

B. No member of the City Council shall leave the Council Chamber while the City Council is in regular meeting without the permission of the presiding officer.

C. The presiding officer has the authority to call a brief recess at any time.

D. The presiding officer may adjourn the meeting without the Council’s vote or appeal in an emergency.

E. The right of a member of the City Council to address the Council on a question of personal privilege shall be limited to cases in which his integrity, character or motives are assailed, questioned or impugned. A member addressing the City Council on a question of personal privilege shall first address the presiding officer and be recognized. A second is not required.

F. Whenever a question arises as to the proper interpretation of a rule of procedure, or in the absence of a rule to govern a point of procedure, the presiding officer of the Council shall resolve the question.

G. Any member of the City Council may appeal to the Council from the ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his reason for the appeal and the presiding officer may briefly explain his ruling, but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question: “Shall the decision of the presiding officer be sustained?” If the majority of the members present vote “no,” the ruling of the presiding officer is overruled; otherwise, it is sustained.

Section 3-6. **Council Members Addressing Council**

A. A member of the City Council shall seek recognition to speak from the presiding officer, shall address only the question before the City Council and shall refrain
from impugning the motives of any other Council Member’s argument or vote. No discussion of a sectarian or political nature shall be allowed. No member shall interrupt another while speaking, except to make a point of order, the point to be briefly stated to the presiding officer.

B. No member of the City Council shall speak more than once on the same question until every member choosing to speak shall have done so, or for a longer time than ten minutes on any question, without the express permission of the City Council.

SECTION 4 – THE AGENDA

Section 4-1. Publishing the Agenda

At the direction of the City Manager, the City Clerk shall be responsible for the distribution and publication of agendas for all noticed and scheduled meetings of the City Council.

Section 4-2. Council Members Adding Items to the Agenda

The City Manager shall prepare a proposed agenda to review with the Mayor prior to the scheduled City Council meeting. Any Council Member that would like to add items to the proposed agenda should submit such items to the City Manager and the Mayor five (5) business days before the meeting. Last minute submissions are discouraged but may be added to a regular meeting agenda, subject to a vote of the City Council at the meeting approving a change [addition] to the published agenda. This will allow Council consideration of a matter that requires action expeditiously but was not known in time to be presented during the normal agenda development process.

Items added to the agenda by an individual Council Member shall be listed separately on the agenda under “Other Business.” Materials accompanying the agenda item shall be provided to the Clerk for distribution to the Mayor and Council, and for posting with other meeting agenda materials. Council action on a Council Member-initiated agenda item may include, but is not limited to, discussion only; referral to a Council committee; referral to the City Manager for development by City staff; scheduled for a future Council work session; or placement on a future Council regular agenda for further action.

Section 4-3. Distribution of the Agenda

A. The City Clerk shall publish agendas and related materials (the agenda packet) to the City’s website and electronic devices used by City Council in a timely manner to allow the public and elected officials time to review.

B. The agenda packet for meetings held on a Monday will be published before noon on the Thursday prior to the meeting date. If key information is outstanding, the
City Manager may delay the publication of the packet to noon on the Friday prior to the meeting date.

C. The agenda packet for meetings held on a Wednesday or Thursday will be published before noon on the Friday prior to the meeting date.

D. Copies of the agenda and one complete packet will be available at City Hall for inspection and review by any member of the public.

SECTION 5 – ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

A. The order of business for the regular City Council meeting held on the second and fourth Mondays of the month will be established in a written agenda and may include the following: Community and Staff Presentations; Reports of the Mayor and Council; Staff Reports; a Consent Agenda; Ordinances and Resolutions; Unfinished and New Business; Awards and Acknowledgements; Citizens' Time; a Closed Meeting; Public Hearings; and other pertinent business of the City Council.

B. If it is necessary to consider an agenda item designated for a “time certain,” the presiding officer may move forward in the agenda to that item or skip over the item and return to it at the designated time.

C. The order of business for any special City Council meeting or work session will be established in a written agenda and may include the following: Work Session Topics, Action Items, a Closed Meeting, and other pertinent business of the City Council.

Section 5-2. Consent Agenda

A. The consent agenda shall include, by way of illustration but not limitation, the following:

1. Approval of Council minutes.
2. Receipt and filing of staff and board reports.
3. Ordinances or resolutions that are routine in nature or have been approved unanimously be a Standing Committee.
4. Ordinances which received unanimous approval on first reading.
5. Purchasing resolutions or resolutions to release funds previously appropriated.
6. Any item believed to be routine and non-controversial in nature.
B. The consent agenda shall be approved with a single motion and shall be considered by the City Council as a single item.

C. There may be a short discussion of consent agenda items to answer questions, clarify a matter, highlight an accomplishment, or draw attention to a specific item that may be important to the public. However, there shall be no lengthy debate or discussion of a consent agenda item.

D. Upon the request of the Mayor or any Council Member, an item may be removed from the Consent Agenda. The item will be placed on the regular agenda and considered separately after adoption of the remaining consent agenda items.

E. If a Council Member wishes to remove an item from the Consent Agenda, they are encouraged to notify the City Clerk or City Manager no later than 9:00 a.m. the morning of the meeting to allow staff time to either answer the question or prepare a presentation for the meeting.

Section 5-3. **Citizens’ Time / Participation**

A. No person, other than a member of the City Council, shall have the right to discuss any matter in a meeting of the City Council, unless by consent of a majority of the Council, or when that person is scheduled to appear before the Council on an agenda item.

B. The citizens’ time portion of the agenda is set aside for those citizens who wish to address the City Council for less than three (3) minutes each. Citizens need not give prior notice to the City to speak during the citizens’ time portion of the agenda.

C. Citizens’ time shall be for the purpose of allowing members of the public to address any City business; however, citizens’ time is not intended to serve as a forum for debate with the Council.

D. Citizens may address the council for longer than three minutes if they ask the city manager for a place on the agenda at least four working days before the meeting.

Section 5-4. **Public Hearings**

A. Public hearings before the City Council may be scheduled for either the second or fourth Monday of the month.

B. The procedure for public hearings is as follows:
1. The newspaper advertisement certification shall be read by the presiding officer, confirming the advertisements were published in conformance with the requirements of general law and City ordinances.

2. The presiding officer will ask staff to present the issue for consideration and offer City Council the opportunity to ask questions.

3. The presiding officer will ask the applicant and/or applicant’s representative to speak on the issue and answer questions of the City Council.

4. Following presentation by staff and the applicant/representative, the presiding officer will open the public hearing and ask speakers to limit their comments to three (3) minutes or less.

5. The public hearing will either be closed or continued (remain open) with action typically taken at the next regularly scheduled Council meeting.

Section 5-5. **Closed Meetings**

A. **Generally,** all meetings of public bodies must be open to the public. If a public body wants to hold a closed meeting, it must follow an established process to convene in a closed meeting. The City Council must affirmatively pass a motion in open session that does the following:

   1. Identifies the subject matter of the closed meeting;
   2. States the purpose of the closed meeting; and
   3. Makes specific reference to the statutory exemptions relied on to close the meeting.

B. Once in a closed meeting, only the matters stated in the motion are allowed to be discussed.

C. The City Council may invite members of the staff or public to attend a closed meeting if their presence reasonably aids the Council in its consideration of an issue.

D. Following a closed meeting the City Council must reconvene in open session and certify that only the matters identified in the motion were discussed.

E. Decisions made during a closed meeting do not become official until the public body reconvenes in an open session following the proper procedure, reasonably identifies the substance of the decision, and takes a recorded vote on the decision agreed to in the closed meeting. Any and all votes taken to conduct the public’s business must be taken and recorded in an open meeting.

F. Public bodies are not required to record minutes for closed meetings.
G. Individuals attending a closed meeting should respect the Council’s decision that the subject matter is too sensitive for public discussion and should treat the closed meeting discussion as confidential.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, a majority of the members of the City Council must be present to conduct business. A quorum is a majority of the entire membership of the Council, including any vacant seats.

B. Three members of the City Council shall constitute a quorum for the transaction of business. No ordinance shall be passed or resolution adopted having for its object the appropriation of money exceeding the sum of five hundred dollars, or the levy of taxes and licenses, except by the concurrence of at least four members. No vote or question decided at a stated meeting shall be reconsidered at a special meeting unless all members are present, and three of them concur.

C. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the City Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.

D. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the City Clerk shall enter such adjournment in the minute book of the Council and shall notify absent members thereof in the same manner as required for special meetings.

E. If the Virginia Conflict of Interests Act prevents some of the members of the City Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

Section 6-2. Priority in Speaking on the Council

When two or more members of the City Council wish to speak at the same time, the presiding officer shall name the member to speak.
Section 6-3. **Comments, Queries of Council Members**

Council Member are to observe the following rules during the discussion of agenda items:

A. The presiding officer shall keep discussion germane to the subject. Point of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.

B. Council Members may address questions to the City Manager or staff present at the meeting. Staff members should be at the podium and speaking into the microphone when answering Council Members’ questions. All legal questions should be addressed to the City Attorney.

Section 6-4. **Action by the City Council**

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council Members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed action of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. **Motions**

A. Informal discussion of a subject is permitted while no motion is pending.

B. Any member of the City Council, even if he or she is serving as the presiding officer, may make a motion.

C. A member may make only one motion at a time.

D. Except for matters recommended by a Standing Committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.
Section 6-6. **Substantive Motions**

A. A substantive motion is any motion that deals with the merits of an item of business and is within the City Council’s legal powers, duties, and responsibilities.

B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7. **Procedural Motions**

A. Procedural motions are those motions that the Council may use to “act upon” a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. **To Appeal a Procedural Ruling of the Presiding Officer.** A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. **Motion to Adjourn.** At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. **To Take a Brief Recess.** This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
4. **To Suspend the Rules.** The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires unanimous consent or an affirmative vote of two-thirds (2/3) of members present.

5. **To Defer Consideration.** The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:

   (a) The motion to “lay on the table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to “take from the table” is needed to bring the item back before the public body for discussion.

   (b) The motions to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

   (c) Section 15.2-2286 of the State of Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The City Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

6. **Call the Question.** The motion to call the question is not in order until every member of the Council has had an opportunity to speak once and the deliberation by the Council on an item of business has exceeded thirty (30) minutes. The motion is not amendable or debatable.

7. **To Amend.** Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as a rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice.
Once a motion has been offered to the City Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve any proposed amendments to the motion.

8. **Substitute Motion.** A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion.

9. **Withdrawal of Motion.** A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. **Motion to Reconsider.** The City Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council Member may introduce a motion to reconsider. The motion cannot interrupt deliberations on a pending matter but is in order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a special use permit.

**Section 6-8. ** **Debate**

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;

2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;

3. A member of the Council may vote against his or her motion, but may not speak against his or her motion.

4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

5. Council Members shall not engage in electronic communication amongst themselves regarding a motion that is on the floor for debate.
Section 6-9. **Duty to Vote**

If there is an abstention, it shall be the responsibility of the City Clerk to note the abstention and the reason for abstaining for the record.

Section 6-10. **Method of Voting**

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.

D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.

E. Members can request that the City Clerk call for the individual votes of Council Members on any matter before the City Council.

**SECTION 7 – BOARDS, COMMITTEES, COMMISSIONS, AND AUTHORITIES**

Section 7-1. **Appointments to Boards, Committees, Commissions, and Authorities**

A. The appointments of Council Members to Boards, Committees, Commissions, and Authorities shall be approved by an affirmative vote of a majority of the members of the Council at the organizational meeting.

B. In the event of a vacancy, the Council may consider and approve a replacement at any regular meeting of the Council.

C. If the Council wishes, it may review appointments on an annual basis.

Section 7-2. **Standing Committees of the Council**

A. The City Council shall have three (3) Standing Committees of Council to consider financial and budgetary matters, land use and economic development matters, and the appointments of citizens to the City’s various Boards, Committees, and Commissions.
Section 7-3. The Creation of Standing Committees and New Committees

A. Any new Standing Committee of the City Council shall be established by an ordinance.

B. Any new temporary committee shall be established by ordinance or resolution and shall specify the term during which the committee will remain in existence. No temporary committee shall be established for a term of more than 365 days, the period to run from the date the committee holds its initial meeting. The term of the temporary committee may be extended by Council through an ordinance or resolution for additional periods of up to 365 days each. A temporary committee shall cease to exist upon (i) the completion of its designated task or assignment, (ii) the date it submits its final oral or written report to Council, (iii) the expiration of the term specified in the ordinance or resolution creating the committee or of any extension of its original term, or (iv) three years from the date of its initial meeting, whichever occurs first.

C. No new committee shall be established until the City Manager has issued a report with comments and recommendations regarding the creation of the committee. The City Manager may delegate responsibility for preparing this report to any department head. The report required by this section shall include the comments and recommendations regarding:

1. The need for the committee and possible duplications or conflicts with other committees;

2. The appropriateness of a committee format to deal with the issues involved; and

3. The impact that creation of the committee will have on City staff and resources, including: (a) the estimated total amount of City staff time that will be required on an annual or other basis to staff the committee; (b) whether the committee can accomplish its assigned work with existing staff; and (c) if new staff will be required, the total amount of additional staffing that will be required and the projected annual cost of such additional staff.

SECTION 8 – GENERAL OPERATING POLICY

Section 8-1. Staff Attendance at Meetings Organized by Council Members

Members of City staff, in their official capacity, shall not be invited by the Mayor or Council Members to attend meetings which are political in nature. Additionally, any requests for
a member of City staff to attend a community meeting or event that has been organized by or is being hosted by a member of the City Council shall be made directly to the City Manager.

Section 8-2. Meetings With Citizens, Staff, and the Mayor or Council Members

When possible, the balance of Council will be given reasonable advance notice of any meetings scheduled for and attended by citizens, a member or members of City staff, and the Mayor or Council Members. A report by the Mayor or Council Member(s) is attendance should be given at the next Council meeting with a summary of the discussion and details of any follow-up action resulting from the meeting.

Section 8-3. Broadcasting Council Meetings

Regular meetings of the City Council that are held in Council Chambers and work session and special meetings that are held in the second floor conference room shall be broadcast live on the City Government Channel (Comcast channel 23 and Verizon channel 38) and streamed on the City’s website (Manassas Council Meeting Media Center). The video of recorded meetings will be available on demand the day after the Council meeting.

Section 8-4. Minutes of the Council Meeting

The minutes of the City Council meetings shall reflect the official actions of the Council. The minutes shall provide a summary of the discussion and record how Council voted on motions. The minutes will be considered for approval within a reasonable time following the meeting they record, typically, at the next regularly scheduled meeting.

**Statements to be Included in the Minutes.** Any member of the City Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the City Clerk with a written copy of his or her statement.

Section 8-5. Amending the Rules of Procedure

The rules of procedure may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting.

Section 8-6. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.
Attachments:  Code of Conduct
Organizational Chart
Resolution #R-2019-22: 2019 City Council Meeting Calendar
INTRODUCTION

The intent of the Code of Conduct is to encourage fair, ethical, and accountable local government in the City of Manassas. The community expects its elected officials, specifically the Mayor and City Council, to be objective and thoughtful in their judgment and actions and to conduct City business openly and in an atmosphere of respect and civility. Additionally, officials are expected to comply with both the letter and the spirit of the laws of the United States of America, the Commonwealth of Virginia, the Manassas City Code of Ordinances, and adopted City policies.

The attitudes, words, and actions of the Mayor and City Council should demonstrate, support, and reflect the principles identified in the Code of Conduct. While it is not possible to anticipate and provide a Code of Conduct that addresses all the situations public officials may face, this Code of Conduct is designed to provide a framework that guides officials as they perform their duties.

1. The Mayor and members of the Manassas City Council (hereafter denoted as “City Council”) will be truthful and forthright with colleagues, City staff, and all others as they make decisions that are in the best interest of the City and its residents.

2. Members of the City Council have no individual authority and will refrain from making promises, decisions, or commitments that the elected body has not authorized. When presenting their individual opinions and positions, individual members shall explicitly state they do not represent the entire Manassas City Council. In their capacity as appointed members of other boards, (e.g. NVTA or PRTC), City Council members are permitted to vote on routine matters which impact that specific board. However, prior approval from the City Council is necessary if a member will vote on significant items directly involving or impacting the City.

3. Members of the City Council shall comply fully with the Commonwealth of Virginia Conflict of Interests Act (§ 2.2-3100) and will not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. City Council members shall refrain from accepting any gifts, favors, or promises of future benefits which might compromise their ability to make fair decisions or give the appearance of being compromised.

4. The City Council shall respect the confidentiality of information specified as such and acknowledge that information shared in a closed session shall remain confidential, unless otherwise authorized by the full City Council.
5. The professional and personal conduct of the City Council must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the City Council, City staff, or the public.

6. As established in the Charter, Article III, Section 11, members of the City Council shall regularly attend and prepare for each Council and committee meeting and review the information provided by City staff.

7. Public resources, including City staff time, equipment, and supplies or facilities, that are not available to the public in general shall not be used by City Council for private gain or personal purposes.

8. It is expected that the City Council will listen courteously and attentively to all public discussions before the body and focus on the business at hand. Members of the City Council agree to treat all persons, statements, and transactions in a fair and equitable manner, giving due consideration to the merits of the issue before making a decision.

9. The City Council will, through its actions and performance, contribute to a strong organization that exemplifies transparency and open communication.

10. The City Council and its individual members will practice the governance role and focus on developing a vision and establishing policies. The daily management of the City’s departments is delegated to the City Manager, as prescribed by the City Council.

The Code of Conduct is intended to be self-enforcing and is most effective when members are familiar with and agree upon its provisions.

As a member of the Manassas City Council, I agree to uphold the Code of Conduct and carry out my duties and responsibilities in accordance with the expectations outlined above.

________________________________________
Mayor

________________________________________
Vice Mayor

________________________________________
Council Member

________________________________________
Council Member

________________________________________
Council Member

________________________________________
Council Member

________________________________________
Council Member
MOTION:  October 22, 2018
Regular Meeting


RE:  A RESOLUTION ADOPTING THE 2019 MANASSAS CITY COUNCIL MEETING CALENDAR

WHEREAS, to promote the principles of transparency, efficiency, and good governance, it is important that the public is aware of all open meetings of its elected body; and

WHEREAS, Section 2-51 of the Code of Ordinances for the City of Manassas states that the regular meeting of the city council shall be held on the second and fourth Mondays of each calendar month, except legal holidays, beginning at 5:30 p.m.; and

WHEREAS, when a legal holiday falls on a regular meeting date, the city council will schedule an alternate date identified on the calendar; and

WHEREAS, the city council may schedule work sessions and special meetings as it deems necessary with the dates and times adopted as part of the annual calendar or announced in accordance with all legal requirements.

NOW, THEREFORE, BE IT RESOLVED that the attached 2019 Manassas City Council Meeting Calendar is adopted by the Manassas City Council, meeting in regular session this 22nd day of October, 2018.

______________________________    ________________________________
Harry J. Parrish II               Mayor
On behalf of the City Council
Of Manassas, Virginia

ATTEST:

______________________________    ________________________________
Andrea P. Madden               City Clerk

Votes:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:
# 2019 Manassas City Council Meeting Calendar

## January 2019

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### Committee Meetings/Work Sessions
- January 25 & 26: Council Retreat

### Regular Meetings
- Regular Council Meetings are held on the second and fourth Monday of each month at 5:30 p.m. Public Hearings will typically be scheduled for the second Monday of the month. Unless it is noticed, Council will meet at City Hall, 9027 Center Street, Manassas, VA 20110.

### Holidays & Observances
- January 1: New Year’s Day
- January 21: Martin Luther King Day
- February 18: President’s Day
- May 27: Memorial Day
- October 14: Columbus Day
- November 11: Veterans Day
- November 28 & 29: Thanksgiving Holiday
- December 25: Christmas Day

### Important Dates
- Adopted by City Council: October XX, 201X
- Resolution #R-2019-22

Prepared by A. Madden, City Clerk

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## April 2019

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### Important Dates
- *Organizational Meeting*

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## May 2019

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### Important Dates
- *Public Hearing on FY20 Budget*

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## June 2019

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### Important Dates
- *Public Hearing on FY20 Budget*

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### Important Dates
- *Public Hearing on FY20 Budget*

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## August 2019

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### Important Dates
- *Public Hearing on FY20 Budget*

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## September 2019

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### Important Dates
- *Public Hearing on FY20 Budget*

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### Important Dates
- *Public Hearing on FY20 Budget*

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### Important Dates
- *Public Hearing on FY20 Budget*

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### Important Dates
- *Public Hearing on FY20 Budget*

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Finance Committee - 2nd Wednesday
Personnel Committee - 3rd Thursday
Land Use Committee - 4th Thursday

**Regular Council Meetings** are held on the second and fourth Monday of each month at 5:30 p.m. **Public Hearings** will typically be scheduled for the second Monday of the month. Unless it is noticed, Council will meet at City Hall, 9027 Center Street, Manassas, VA 20110.

*Please note that amendments may be made to this calendar by the Mayor or City Council when deemed necessary for the operation of the City.*

Adopted by City Council:
**October XX, 201X**
Resolution #R-2019-22

Prepared by A. Madden, City Clerk
### 2019 City Council Meeting Dates

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<tr>
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<tr>
<td>02 – Organizational Meeting</td>
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<td>09 – Finance Committee</td>
<td>13 – Finance Committee</td>
<td>12 – Budget Work Session</td>
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<td>13 – Work Session (If Needed)</td>
<td>13 – Finance Committee</td>
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<td>21 – Personnel Committee</td>
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<td>18 – Work Session (If Needed)</td>
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<td>24 – Land Use Committee</td>
<td>28 – Land Use Committee</td>
<td>18 – Town Hall Meeting</td>
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<tr>
<td>24 – Work Session (If Needed)</td>
<td>28 – Work Session (If Needed)</td>
<td>20 – Budget Work Session</td>
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<tr>
<td>25 &amp; 26 – City Council Retreat</td>
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<td>21 – Personnel Committee</td>
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<td>25 – Work Session (If Needed)</td>
<td>5/27 to 6/7 – City Council Recess</td>
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<td>29 – Public Hearing: FY 20 Budget</td>
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<td>08 – Regular Meeting</td>
<td>8/12 to 8/23 – City Council Recess</td>
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*Unless noticed, all meetings of the City Council will be held at the following location: Manassas City Hall*
*(Council Chambers or the Second Floor Conference Room)*

*Adopted: October XX, 2018*
*Resolution #R-2019-22*
TO: Honorable Mayor Parrish and City Council Members  
FROM: Andrea P. Madden, Assistant to the City Manager / City Clerk  
DATE: December 6, 2018  
RE: Amendments to Policy #P-2016-03  

The City Council adopted Policy #P-2016-03 in February of 2016 to formalize the application and appointment process for Boards, Committees, and Commissions. The current policy established terms of four (4) years for most positions, however, term limits were not established as part of the policy. In November, the Personnel Committee asked for options to amend the policy and implement term limits while recognizing the value of specific professional certifications, education requirements, or relevant experience. The addition language below has been drafted for City Council’s consideration:

C. To promote broad participation, new ideas and perspectives, and to provide an opportunity for the Board, Committee or Commission to represent the community, interviews will be conducted for all available positions. Individuals who wish to serve another term on a Board, Committee or Commission, shall submit a letter of interest and, if multiple qualified candidates exist, may interview with the Personnel Committee.

Individual are allowed to serve for two consecutive full terms and are eligible to serve again one year after his or her term on the Board, Committee or Commission has ended. Term limited individuals may apply for a position on the same Board, Committee, or Commission within one year if the vacancy is the result of another member resigning and a reasonable amount of time has passed. If there are no qualified candidates for a vacancy, the City Council reserves the right to reappoint an individual who has served two full terms.

I request that the following sentence be amended to accurately represent the current process for reappointments:

Individuals who wish to serve another term on a Board, Committee, or Commission shall submit a letter of interest reapply through the City’s website and, if multiple qualified candidates exist, may interview with the Personnel Committee.

Attachment:  
Policy #P-2016-03, Adopted February 8, 2016