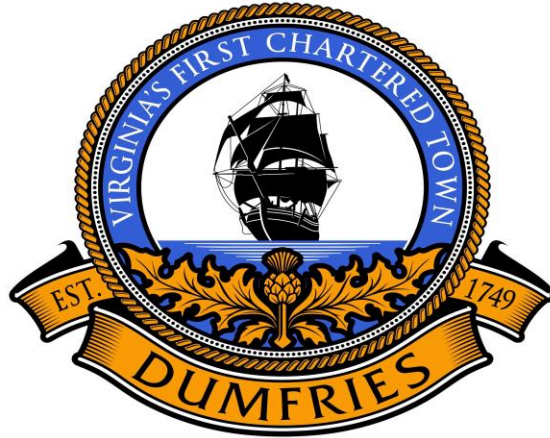


Town of Dumfries Council Meeting Packet



Derrick R. Wood, Mayor
Monaé S. Nickerson, Vice Mayor
Tyrone Brown, Councilmember
Brian K. Fields, Councilmember
Selonia B. Miles, Councilmember
Shaun Peet, Councilmember
Caetrina A. Peterson, Councilmember

Keith C. Rogers, Jr., Town Manager
Sharon E. Pandak, Town Attorney
Tangi R. Hill, Town Clerk

January 10, 2023



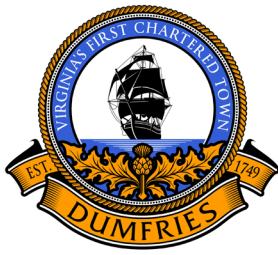
DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

DUMFRIES TOWN COUNCIL MEETING TUESDAY, JANUARY 10, 2023 AT 7:00 PM COUNCIL CHAMBERS

- I. Call to Order and Roll Call
- II. Moment of Silent Prayer
- III. Pledge of Allegiance
- IV. Adoption of Agenda
- V. Awards and Proclamations
 - A. Proclamation Declaring Kappa Alpha Psi Fraternity, Inc. Woodbridge, Virginia Chapter Day – Mayor Derrick Wood (Page 1)(Page 1)
 - B. Proclamation Declaring Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter Day – Mayor Derrick Wood ((Page 2)Page 2)
- VI. Approval of Minutes
 - A. Dumfries Town Council Meeting Minutes – November 15, 2022 and December 6, 2022 (Pages 3-7)
- VII. Citizen Comment Period
- VIII. Mayor & Council Comment
- IX. Closed Session
 - A. Discussion of Appointments of Specific Public Officers Pursuant to Va. Code §§ 2.2-3711. A(1) & (8)) ((Pages 8-9))
- X. Action Items
 - A. Resolution to Adopt Rules of Procedure for Town Council (Pages 10-20)
 - B. Resolution to Appoint Vice-Mayor and Make Appointments of Members to Regional Boards (Page 21)
- XI. Adjournment



**PROCLAMATION TO DECLARE KAPPA ALPHA PSI FRATERNITY, INC.
WOODBIDGE, VIRGINIA CHAPTER DAY**

WHEREAS, Kappa Alpha Psi Fraternity, Inc. was founded on January 5, 1911 on the campus of Indiana University at Bloomington, Indiana by 10 astute men, the late Reverend Founders Elder Watson Diggs, John Milton Lee, Bryon K. Armstrong, Guy Levis Grant, Ezra D. Alexander, Henry T. Asher, Marcus P. Blakemore, Paul W. Caine, Edward G. Irvin, and George W. Edmonds.

WHEREAS, the Woodbridge, Virginia Alumni Chapter of Kappa Alpha Psi was established on February 1, 1998; and

WHEREAS, the chapter's major objective and commitment is "To Inspire Service in the Public Interest" the chapter is merely the "Bridge" that connects all areas in their immediate reach to keep the community informed and involved in all aspects of collaboration, which ultimately creates secure transparency with the county leaders across the board;

WHEREAS, the Guide Right/Kappa League Program is the Woodbridge, Virginia Alumni Chapter most prized community initiative that guides the youth of Prince William County in many facets of their lives through mentoring, college preparatory programs, tutoring, and the Flagship Initiative of the Guide Right Service Program is the Kappa Leadership Development League, known as Kappa League;

WHEREAS, Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter has supported the scholastic endeavors of students and provided over \$8,500 in educational scholarships and tutoring services to local students through various programs; and

WHEREAS, the brothers of the Woodbridge Alumni Chapter have initiated several community service, political and social action, and scholarship support activities;

WHEREAS, through its Kappa Foundation of Woodbridge, the Chapter has sponsored golf tournaments to raise money to fund academic scholarships; participates in Project Mend-A-House, the Friendly Visitor Program of Prince William County, Northern Virginia's Special Olympics, Prince William County Adopt-a-Highway Program, voter registration, St. Jude, and provide turkey bags and dinners during the holiday season; and

WHEREAS, the Town of Dumfries appreciates the efforts of this great fraternity and their contributions to our youth and community.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF DUMFRIES, VIRGINIA, do hereby proclaim January 5, 2023, **KAPPA ALPHA PSI FRATERNITY, INC., WOODBRIDGE, VIRGINIA CHAPTER DAY** in the Town of Dumfries, for their years of commendable service in Prince William County and the Town of Dumfries. We, furthermore, encourage all citizens of the Town of Dumfries to embrace the Fraternity's motto of "Achievement in Every Field of Human Endeavors".

By Order of Council:

Derrick R. Wood, Mayor
Town of Dumfries
January 10, 2023



**PROCLAMATION TO DECLARE PHI BETA SIGMA FRATERNITY, INC.
OMICRON ZETA SIGMA CHAPTER DAY**

WHEREAS, on January 18, 2020, the Town of Dumfries unanimously declared January 9, 2023 as Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter Day to recognize over 13 years of active service in Prince William County and this past year service in the Town of Dumfries, Virginia through their Education, Bigger and Better Business, and Social Action programs; and

WHEREAS, the Town of Dumfries recognizes Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter for its commitment to a Culture for Service; and

WHEREAS, Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter has supported the scholastic endeavors of students and provided over \$10,000 in educational scholarships and through its Sigma Beta Club, the chapter's youth auxiliary, has mentored and advised over 20 young men through this past year of the pandemic and assisted in various aspects of young adulthood; and

WHEREAS, Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter through its Bigger and Better Business program has continually supported local Dumfries businesses with sustainment funds from brothers of Omicron Zeta Sigma patronizing local establishments and vendors; and

WHEREAS, Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter has performed over 2,000 community service hours in the Town of Dumfries supporting homeless and lower-income families, advocating community/law enforcement relations, and promoting better health and wellness for Town of Dumfries citizens through local and national programs; and

WHEREAS, Phi Beta Sigma Fraternity, Inc. Omicron Zeta Sigma Chapter has participated and contributed greatly to such events as the March for Babies with \$2,108 raised, Relay for Life with over 100 laps and \$300 raised, Juneteenth Parade, support of SERVE and provided holiday meals to families, Souls to Polls (second year with 5 locations supported with brothers supporting voters); and

WHEREAS, the Town of Dumfries supports the academic achievement of its students, the growth of the Town of Dumfries businesses, and the general health and welfare of its citizens.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF DUMFRIES, VIRGINIA, do hereby proclaim January 9, 2023, **PHI BETA SIGMA FRATERNITY, INC., OMICRON ZETA SIGMA CHAPTER OF PRINCE WILLIAM COUNTY DAY** in the Town of Dumfries, in celebration of over 13 years of commendable service in Prince William County and the Town of Dumfries. We, furthermore, encourage all citizens of the Town of Dumfries to embrace the Fraternity's motto of "Culture for Service and Service for Humanity".

By Order of Council:

Derrick R. Wood, Mayor
Town of Dumfries
January 10, 2023

**DUMFRIES TOWN COUNCIL
MEETING MINUTES
TUESDAY, NOVEMBER 15, 2022**

MEETING HELD IN COUNCIL CHAMBERS

A video recording of this meeting is available on the Town's Website at www.dumfriesva.gov and YouTube Channel at <https://youtu.be/0p-gpiJRnUI>

I. Call to Order and Roll Call

At 7:00 PM, Vice Mayor Nickerson called the meeting to order. The following members were recorded as present: Fields, Miles, Neville, and Nickerson; Brown and Peet were absent due to illness. Mayor Wood was absent on town business.

II. Silent Prayer and Pledge of Allegiance

A moment of silent prayer was held followed by the Pledge of Allegiance.

III. Adoption of the Agenda

On a motion made by Councilwoman Miles, seconded by Councilman Fields to adopt the agenda as presented. Vote 4-0-0 (Yes: Fields, Miles, Neville, and Nickerson; No: N/A; Abstain: N/A)

IV. Awards and Proclamations

Small Business Saturday Proclamation – Vice Mayor Nickerson

Proclamation Recognizing Sigma Gamma Rho Sorority, Incorporated – Councilwoman Cydny Neville

V. Approval of the Minutes

On a motion made by Councilwoman Miles, seconded by Councilman Fields to approve the minutes of the November 1, 2022, Town of Dumfries Council meeting. Vote 3-0-1 (Yes: Fields, Miles, and Nickerson; No: N/A; Abstain: Neville).

VI. Citizen Comment Period

Citizen comments were heard by the Council.

VII. Reports and Presentations

Town Manager's Report – Town Manager Keith Rogers, Jr.

Town Manager Rogers presented his report and addressed questions from the Council.

VIII. Action Item (Public Hearing)

Ordinance to Approve a Conditional Use Permit, CUP2022-002, for a Childcare Center, Les Souliers Du Shores to be Located at 17606 Main Street, Suites 201 and 202 with Town Council – Public Hearing

Following the public hearing on a motion made by Councilwoman Miles, seconded by Councilman Peet to approve the Ordinance to Approve a Conditional Use Permit, CUP2022-002, for a Childcare Center, Les Souliers Du Shores to be Located at 17606 Main Street, Suites 201 and 202. Vote 4-0-0 (Yes: Fields, Miles, Neville, and Nickerson; No: N/A; Abstain: N/A)

IX. Adjournment

Vice Mayor Nickerson adjourned the meeting at 7:39 P.M.

**DUMFRIES TOWN COUNCIL
MEETING MINUTES
TUESDAY, DECEMBER 6, 2022**

MEETING HELD IN COUNCIL CHAMBERS

A video recording of this meeting is available on the Town's Website at www.dumfriesva.gov and YouTube Channel at <https://youtu.be/NFxTcP9Awgc>

I. Call to Order and Roll Call

At 7:01 PM, Mayor Wood called the meeting to order. The following members were recorded as present: Brown, Fields, Miles, Neville, Peet, and Wood; Vice Mayor Nickerson was absent due to her attendance at an award's ceremony on behalf of the town.

II. Silent Prayer and Pledge of Allegiance

A moment of silent prayer was held followed by the Pledge of Allegiance.

III. Adoption of the Agenda

On a motion made by Councilman Peet, seconded by Councilwoman Miles to adopt the agenda as presented. Vote 6-0-0 (Yes: Brown, Fields, Miles, Neville, Peet, and Wood; No: N/A; Abstain: N/A)

IV. Awards and Proclamations

The following proclamations were presented:

World AIDS Day and HIV/AIDS Awareness Month Proclamation –
Councilwoman Cydney Neville

Community Service Award to the Buffalo Soldiers – Councilman Brian Fields

Community Service Award to Nathaniel Keys– Councilman Brian Fields

Community Service Award to Tedd Dorloius - Councilman Brian Fields

Mayor Wood took a Mayor's point of personal privilege to present a proclamation to Councilwoman Cydney Neville.

Mayor Wood requested a 5-minute recess at 7:34 pm to allow for photos. The meeting reconvened at 7:45 pm.

V. Approval of the Minutes

On a motion made by Councilwoman Miles, seconded by Councilman Fields to approve the minutes of the November 1, 2022, Town of Dumfries Council meeting. Vote 3-0-3 (Yes: Fields, Neville, and Miles; No: N/A; Abstain: Brown, Peet, and Wood). Minutes were not adopted.

VI. Citizen Comment Period

Citizen comments were heard by the Council.

VII. Mayor and Council Comments

VIII. Reports and Presentations

The following presentations were presented:

Main Street Development – Audeo Partners

PWCS Specialty Information – Lynmara Colon, Director of Student Opportunity and Multilingual Services

IX. Closed Session

Discussion or consideration of acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining or negotiating strategy of the public body, pursuant to Va. Code §§2.2-3711.A.3

On a motion made by Mayor Wood, seconded by Councilwoman Neville, the Council convened in Closed Session at 9:15 pm pursuant to Va. Code §§2.2-3711.A.3 for the discussion or consideration of acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining or negotiating strategy of the public body. Vote 6-0-0 (Yes: Brown, Fields, Neville, Miles, Peet, and Wood; No: N/A; Abstain: N/A).

On a motion made by Mayor Wood, seconded by Councilwoman Neville, the Council concluded Closed Session. The Council reconvened in Open Session at 10:07 pm, certifying that only matters required in closed session

were discussed in closed session. Vote 6-0 (Yes: Brown, Fields, Neville, Miles, Peet, and Wood; No: N/A; Abstain: N/A).

X. Adjournment

Mayor Wood adjourned the meeting at 10:08 P.M.

MOTION:

MEETING DATE: January 10, 2023

SECOND:

RE: AUTHORIZE CLOSED MEETING

WHEREAS, the Town Council of the Town of Dumfries desires to discuss in closed meeting the following matter(s):

1. One personnel matter relating to the discussion of appointments of specific public officers pursuant to Va. Code §§2.2-3711.A.(1) & (8));

WHEREAS, pursuant to Va. Code §§2.2-3711.A.(1) and (8), such discussion(s) may occur in closed meeting;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries does hereby authorize discussion of the aforestated matter(s) in closed meeting.

VOTE

AYES:

NAYS:

ABSTAIN:

ABSENT:

MOTION:

MEETING DATE: January 10, 2023

SECOND:

RE: CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council of the Town of Dumfries has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Va. Code §2.2-3712 requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE

AYES:

NAYS:

ABSTAIN:

ABSENT:

AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, JANUARY 10, 2023: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Tyrone A. Brown;
Brian K. Fields;
Selonia B. Miles;
Monaé S. Nickerson;
Shaun R. Peet;
Caetrina A. Peterson;
Derrick R. Wood;

RESOLUTION TO ADOPT RULES OF PROCEDURE FOR TOWN COUNCIL

NOW, THEREFORE BE IT RESOLVED, the Town Council for the Town of Dumfries hereby adopts the following Rules of Procedure:

By Order of Council:

Derrick R. Wood, Mayor

ATTEST:

Town Clerk

RULES OF PROCEDURE
TOWN COUNCIL – TOWN OF DUMFRIES, VIRGINIA

Town Council 2023-2025

Tyrone A. Brown

Brian K. Fields

Selonia B. Miles

Caetrina A. Peterson

Monae' S. Nickerson

Shaun R. Peet

Derrick R. Wood

Adopted: January 10, 2023

SECTION 1 - INTRODUCTION

The Rules of Procedure are intended to ensure that the Town of Dumfries Town Council can transact business in an efficient and expeditious manner, while providing means for citizens to observe and participate. Additionally, the Rules of Procedure seek to encourage the spirit of collaboration while protecting individual rights of members.

The Rules of Procedure are intended to be reviewed and adopted by each new Council following an election at the first meeting of Town Council in January.

Nothing contained in the Rules of Procedure shall supersede the Town Charter, Town Code or applicable provisions of federal, state, and local law.

SECTION 2 – MEETINGS

Section 2-1. Council Meeting Calendar

The Town Council gives notice of and holds meetings in accordance with the Virginia Freedom of Information Act (“FOIA”), Va. Code §§ 2.2-3700, *et seq.*

The Council shall adopt the Council Meeting schedule each year at the first meeting of the Council. Meetings of the Town Council are held on the first and third Tuesday of each month, at 7:00 p.m., except where otherwise noted.

Notice of Regular Meetings shall be posted three (3) working days prior to the meeting as required by FOIA.

All Meetings of Council, including Regular, Special and Emergency Meetings and work sessions, etc., are open to the public for observation and participation, in-person, on the local access PEG Channel, and/or accessible from the official Town website and official Town media outlets.

Section 2-2. Special Meetings

Special Meetings may be scheduled by the Mayor or; any two (2) members of Town Council, upon written notice to the Town Manager. No business shall transact during a special meeting other than that which is specifically called for in the notice, unless the Town Council agrees unanimously to consider such action.

Notice of Special Meetings shall be reasonable under the circumstance and be given contemporaneously with the notice provided to members of the Town Council.

Section 2-3. Emergency Meetings

Emergency Meetings are those which are due to an unforeseen circumstance rendering the notice required by FOIA impossible or impracticable and which circumstance requires immediate action.

Emergency Meetings may be scheduled by the Mayor or; any two (2) members of Town Council, upon written notice to the Town Manager. No business shall be transacted during

an emergency meeting other than that which is specifically called for in the notice, unless the Town Council agrees unanimously to consider such action.

Notice of Emergency Meetings shall be reasonable under the circumstance and be given contemporaneously with the notice provided to members of the Town Council.

Section 2-4. Organizational Meeting

At the first meeting of a new Council following an election, Town Council shall select from its membership one member to serve as a Vice-Mayor.

Additionally, at this meeting, members shall be designated to serve as members of or liaisons to committees, boards and multi-jurisdictional entities.

SECTION 3 – PRESERVATION OF ORDER, VOTING AND ELECTRONIC MEETINGS

Section 3-1. Preservation of Order

- A. At meetings of the Town Council, the Mayor (and the Vice Mayor in the absence of the Mayor) shall serve as the Presiding Officer and shall preserve order and decorum and decide on questions of order. Council members shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. Members that transgress the Rules of Procedure shall be called to order by the Presiding Officer.
- B. The Town Attorney shall serve as Parliamentarian for meetings of the Town Council.
- C. The Presiding Officer has the authority to call a brief recess at any time. Unless there is an emergency, no member of the Town Council shall leave the Council Chamber while the Council is in regular meeting without the permission of the Presiding Officer, which permission shall not be unreasonably withheld.
- D. In an emergency, the Presiding Officer may adjourn the meeting without the Council's vote or appeal.
- E. Whenever a question arises as to the proper interpretation of a rule of procedure, or in the absence of a rule governing a point of procedure, the Presiding Officer shall consult with the Parliamentarian prior to ruling.
- F. No member of the Town 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 10 minutes on any question, without the express permission of the Council.
- G. When two or more members of the Town Council wish to speak at the same time, the Presiding Officer shall name the member to speak first.
- H. The rules of parliamentary procedure set forth in the current edition of Robert's Rules of Order shall govern the conduct of meetings of Council, except where otherwise specified.
- I. All comments shall be directed to the Presiding Officer who shall first recognize the speaker before the speaker proceeds to make any comments.

Section 3-2. Abstention from a Vote

If a member abstains from a vote, it shall be the responsibility of the Town Clerk to note the abstention.

Members abstaining due to a conflict of interest shall do so in accordance with the Virginia Conflict of Interests Act ("COIA"), Va. Code §§ 2.2-3100, *et seq.* The Town Attorney is available to assist members in complying; however, compliance responsibility remains that of the member.

Section 3-3. Participation by Remote Electronic Communication

Pursuant to Va. Code § 2.2-3708.2 or as otherwise set forth in the Code of Virginia, members of Town Council may participate in a Town Council meeting through electronic means, subject to the conditions and requirements of this statute.

Any member seeking to participate electronically shall notify the Mayor and Town Attorney at least 24 hours in advance of the scheduled meeting to ensure compliance with applicable Virginia Code sections. The member shall be provided web-based access to the meeting or, if acceptable to the member, access by telephone.

SECTION 4 – THE AGENDA

Section 4-1. Publishing the Agenda and Meeting Materials

Under the direction of the Town Manager, the Town Clerk shall be responsible for the publication of agendas for all noticed and scheduled meetings of the Town Council pursuant to all applicable public notice laws, including but not limited to FOIA. Meeting agendas shall be published no less than three (3) business days in advance of the Council Meeting date.

Section 4-2. Requests for Legislation & Agenda Items

- A. The Town Manager shall prepare a proposed agenda to review with the Mayor prior to the scheduled Town Council meeting.
- B. Any Council Member who would like to request legislation and/or agenda items shall submit a completed Agenda Item Request Form (*Attachment A*). Requests for legislation shall be submitted at least 30 days prior to the advertised meeting date. Requests for Proclamations shall be submitted at least seven (7) days prior to the advertised meeting date.

When items requested by Council Members appear on the agenda, the agenda shall identify the Council Member making the request. Minutes and press releases about the agenda item shall also identify the Council Member who requested the item.

- C. The Town Manager shall create and maintain an Agenda Item Submission Calendar (*Attachment B*) to depict submission timeframes.

SECTION 5 – ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

A. The order of business for regular meetings of the Town Council shall be as follows:

- I. Call to Order
The presiding officer calls the meeting to order to begin the meeting and directs the Town Clerk to call the roll of Council members.
- II. Prayer and Pledge of Allegiance
The Prayer may be delivered by a named guest or the Council may pause for a moment of silent prayer and reflection. The Pledge of Allegiance to the flag of the United States of America shall immediately follow the Prayer.
- III. Adoption of the Agenda
The Presiding Officer will call for a roll call vote to adopt the agenda before the Council. At this time, amendments may be proposed by members of Council and the Town Manager. The Presiding Officer shall make rulings on any requests for additional items in a manner that ensures order and successful transaction of business. Requests from Council Members to introduce legislation shall not be permitted at this time.
- IV. Awards & Proclamations
Only awards and proclamations of the Mayor and Town Council shall be presented at this time. Recipients/ honorees shall be allowed to address the Council as part of the presentation. At their final meeting of service, members will be provided a proclamation and plaque.
- V. Approval of Minutes
Minutes from previous meeting(s) will be before Council for a vote of approval.
- VI. Citizen Comment Period
Citizens are allowed no more than three (3) minutes to speak on any topic not on the agenda. Citizens shall refrain from using threats, language of a personal nature which insults or demeans any person, Council and other elected officials and staff, acting in their official capacity. No response to Citizen Comments from Town Council or staff shall be provided at this time. The Town Clerk shall publish and maintain guidelines for Citizen Comment including advance sign-up procedures.
- VII. Mayor & Council Comments
At the first meeting of the month, the Mayor and Council members are allowed no more than five (5) minutes, respectively, to make comments of personal privilege. Members shall refrain from using language of a personal nature

which insults or demeans any person, including other members of Council and staff, acting in their official capacity; campaigning for public office; and debating action items.

VIII. Reports & Presentations

This portion of the agenda is reserved for Reports and Presentations from various groups, including but not limited to, regional partners, other government parties, boards, and commissions. At the second meeting of the month (where applicable), the Town Manager shall submit a *Town Manager's Report* to be included with the meeting materials. This portion of the agenda shall also be reserved for staff presentations on specific topic areas.

A Treasurer's report shall be provided to Council by the 15th of the month, and the Treasurer shall make a presentation to Council quarterly.

IX. Introduction Items

This portion of the agenda shall include ordinances or resolutions that are added to the public record for action and/or public hearing at a future meeting of the Council. At the time of introduction, these items may be referred to advisory bodies of the Council. Debate shall not be permissible for Introduction Items, other than Point of Order inquiries, and should be raised during Adoption of the Agenda. The Town Clerk shall read Introduction Items into the record, including public hearing dates and referrals when applicable.

X. Action Items

This portion of the agenda shall include items for public hearing and/or Council vote.

XI. Adjournment

Meeting may be adjourned by Presiding Officer or motioned by any member.

Section 5-2. Work Sessions

Votes will not be taken at work sessions.

Section 5-3. Closed Meetings

A. Generally, pursuant to FOIA, all meetings of public bodies must be open to the public. If the Council wants to hold a closed meeting, it must follow an established process to convene in closed meeting. Matters which qualify for closed meeting include, but are not limited to, the following:

- Personnel matters such as appointment and evaluation of performance of specific officers, appointees or employees of the Council;
- Acquisition of real property for a public purpose or disposition of public property;

- A prospective business or industry or expansion of existing business or industry where no previous announcement has been made;
- Investment of public funds where competition or bargaining is involved;
- Consultation with legal counsel and staff pertaining to actual or probable litigation; and
- Consultation with legal counsel regarding a specific legal matter requiring legal advice.

It is important that members who desire that a matter be discussed in closed meeting timely identify that matter to the Mayor and Town Attorney in advance of the Council meeting so that the Town Attorney can ascertain whether the matter qualifies for closed meeting and prepares the necessary language for the motion.

- B. The Council must 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 FOIA statutory exemptions relied on to close the meeting.

Once in a closed meeting, only the matters stated in the motion shall be discussed. The Town Manager and Town Attorney shall convene with the Council in closed meeting unless their presence would adversely impact the discussion of the closed meeting matter(s).

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

Section 5-4. Quorum

- A. As provided by Va. Code § 15.2-1415, a majority of the members of the Council must be present to conduct business. “Quorum” refers to the number of members required to be present to conduct a Council meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- B. For the transaction of business, a quorum shall constitute four (4) members of the Town Council.
- C. If a quorum is not present at any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine, and the Town Clerk shall record such adjournment in the meeting minutes and shall notify absent members in the same manner as required for special meetings.

Section 5-5. Improper Conduct of Public

The Presiding Officer may call for the expulsion and subsequent banning from Council Chambers of persons for disruptive behavior or any works or action(s) which incite violence

or disorder, subject to appeal to Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which they are expelled. Any person, who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion, may also be barred from attendance at future meetings, subject to appeal to Council.

SECTION 6 – AMENDING THE RULES OF PROCEDURE

These rules of procedure shall be adopted by resolution. Subsequent amendments shall also be made by resolution of the Town Council.

Attachments:

Attachment A – Agenda Item Request Form

Attachment B – Agenda Item Submission Calendar



ATTACHMENT A
AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

Background/References

Fiscal Impact

Suggested Motion

Requested Meeting Date

Submitter's Name

Attachments:

- *For awards and proclamations, please attach desired language*

ATTACHMENT B

Agenda Item Submission 2023 Calendar

Meeting Date (Introduction Date*)	Agenda Advertisement Deadline	Legislation Submission Deadline	Proclamation Submission Deadline
January 10, 2023			
January 17, 2023	January 11, 2023	December 15, 2022	January 4, 2023
February 7, 2023	January 25, 2023	December 29, 2022	January 18, 2023
February 21, 2023	February 8, 2023	January 12, 2023	February 1, 2023
March 7, 2023	February 22, 2023	January 26, 2023	February 15, 2023
March 14, 2023	March 8, 2023	February 9, 2023	March 1, 2023
April 4, 2023	March 29, 2023	February 27, 2023	March 22, 2023
April 18, 2023	April 12, 2023	March 16, 2023	April 5, 2023
May 2, 2023	April 26, 2023	March 30, 2023	April 19, 2023
May 16, 2023	May 10, 2023	April 13, 2023	May 3, 2023
June 6, 2023	May 31, 2023	April 27, 2023	May 24, 2023
June 20, 2023	June 14, 2023	May 18, 2023	June 7, 2023
July 5, 2023 (Wednesday)	June 28, 2023	May 25, 2023	June 21, 2023
August 2, 2023 (Wednesday)	July 26, 2023	June 29, 2023	July 19, 2023
September 5, 2023	August 30, 2023	August 3, 2023	August 23, 2023
September 19, 2023	September 13, 2023	August 16, 2023	September 6, 2023
October 4, 2023 (Wednesday)	September 28, 2023	August 31, 2023	September 20, 2023
October 17, 2023	October 11, 2023	September 14, 2023	October 4, 2023
November 1, 2023 (Wednesday)	October 25, 2023	September 28, 2023	October 18, 2023
November 21, 2023	November 15, 2023	October 5, 2023	November 1, 2023
December 5, 2023	November 29, 2023	October 31, 2023	November 22, 2023

**Ordinances shall not be introduced and voted on at the same meeting, except for Emergency Ordinances.*

AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, JANUARY 10, 2023: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Tyrone A. Brown;
Brian K. Fields;
Selonia B. Miles;
Monaé S. Nickerson;
Shaun R. Peet;
Caetrina A. Peterson;
Derrick R. Wood;

RESOLUTION TO APPOINT VICE-MAYOR OF TOWN COUNCIL AND APPOINTMENT OF MEMBERS TO REGIONAL BOARDS

NOW, THEREFORE BE IT RESOLVED, the Town Council for the Town of Dumfries hereby makes the following appointments:

Vice-Mayor: _____

Northern Virginia Cigarette Tax Board: _____

Northern Virginia Regional Commission: _____

Northern Virginia Transportation Authority’s Planning Coordination Advisory Committee:

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Town Clerk