



### AGENDA ITEM FORM

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** G.M. Foreman

**PRESENTER TITLE:** Mayor

**AGENDA ITEM:** Council Meeting Policy

**BACKGROUND / SUMMARY:**

The Council has previously discussed establishing Council Meeting Policies from which staff and Council will conduct mtgs. These items to set into policy should be addressed piecemeal until Council Policy is complete.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

NO ACTION REQUESTED

Discuss and have staff document policy (build a policy manual) for conduct and consistency of Council Meetings and Council Work Sessions. Initial Items for discussion:

1. Order of discussion (being recognized)
2. Council Seating
3. Order of meeting (previously agreed upon)
4. Agenda Chit submissions
5. Council Binder (pick up by Council)
6. Time Limit on Staff Presentations and Reports (Washington)

**FOR MORE INFORMATION, CONTACT:**

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**FOR USE DURING MEETING**

**VOTE:**

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						