

RECONVENED WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON SEPTEMBER 9, 2015

At the reconvened work session meeting of the Farmville Town Council, held on Wednesday, September 9, 2015, at 5:30 p.m., in the Town Manager's Conference Room of the Town Hall located at 116 North Main Street, Farmville, Virginia, there present were Mayor D.E. Whitus, presiding, and Council members D.E. Dwyer, S.B. Thompson, T.M. Pairet, A.D. Reid and J.J. Davis. Council members D.L. Hunter and G.C. Cole were absent.

Staff present was Town Manager, Gerald Spates; Town Attorney, Andrea Erard and Town Clerk, Lisa Hricko.

Mayor Whitus called the meeting to order and stated the purpose of the reconvened work session was to discuss establishing Council meeting protocol. Town Attorney, Mrs. Andrea Erard, will assist Council in creating operational procedures.

FARMVILLE TOWN COUNCIL MEETING PROTOCOL – Mrs. Erard asked members to share the procedures, guidelines and Council meeting protocol members would like to see as part of this Farmville Town Council's meeting. Members discussed the agenda preparation, agenda amendments and the procedure to follow when an item is added to the agenda. Also discussed was the procedure for making a motion and the discussion process of a motion that is on the floor.

Mayor Whitus stated Town Council has not had "rules and meeting procedures" in place for three months and things have run smoothly. The more rules you have, the more restrictive the meeting. Ms. Erard stated the Town of West Point has no rules and meeting procedures in place and their meetings run smoothly – it depends entirely on the desire of the Council. Discussions continued with the following points to be considered for general procedures for Council's operation:

- Set forth the agenda preparation rules, as discussed at the Council retreat;
- Motions will have a second;
- A Council member is not restricted as to how many times or how long he/she may speak on an item;
- A Council member may call for the question to end the discussion; however, the member speaking may finish their point;
- Any Council member may bring up an item to be re-voted on;

- Work session agendas will not strictly dictate the regular Council meeting agenda – it is to be a firm guide;
- Amendments may be added to the agenda at the will of Council, with the approval of Council – with as much supporting information as far in advance as possible;
- Equal sharing of information between Council members is important.

Mr. Pairet asked Mrs. Erard if Town Council needs to change the way it conducts its meetings. Mrs. Erard stated she recommends Council formalize how they want to do things. She stated she has been working on a draft and will incorporate concepts from this meeting to present to Council at the October Council meeting.

There being no other business, the meeting adjourned.

APPROVED:

ATTEST

David E. Whitus, Mayor

Lisa M. Hricko, Clerk