



# COMMONWEALTH of VIRGINIA

## *Virginia Passenger Rail Authority*

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### RESOLUTION OF THE VIRGINIA PASSENGER RAIL AUTHORITY BOARD

January 24, 2023

#### MOTION

Made By:           Seconded By:

Action:

#### **Title: Adoption of Protocol for Public Comment at VPRA Board and Committee Meetings**

**WHEREAS**, Va. Code § 33.2-289(E) requires the Virginia Passenger Rail Authority (“VPRA”) Board of Directors to hold public meetings at least once quarterly; and

**WHEREAS**, § 3.10 of the VPRA Bylaws permits the Board of Directors to establish standing VPRA committees and subcommittees that hold public meetings from time to time; and

**WHEREAS**, the Board now desires to adopt a written protocol to receive public comments during its public meetings.

**NOW THEREFORE, BE IT RESOLVED**, that the Board hereby approves and adopts the document titled *Protocol for Public Comment at VPRA Board and Committee Meetings* in the form attached hereto as **EXHIBIT A**.

## EXHIBIT A

### **PROTOCOL FOR PUBLIC COMMENT AT VPRA BOARD AND COMMITTEE MEETINGS**

**PURPOSE:** The purpose of this document is to provide the public an opportunity to comment on matters considered by the Virginia Passenger Rail Authority (“VPRA”) during the meetings of VPRA’s full Board of Directors (each a “**Full Board Meeting**”).

**PROTOCOL:** VPRA encourages and values citizen input at Full Board Meetings. To ensure Full Board Meetings are efficient and productive, the following protocol is established.

- Except during a closed session authorized pursuant to Va. Code § 2.2-3711, Full Board Meetings are open to the public.
- Public comments will be scheduled as the first agenda item for each Full Board Meeting. The chairperson may, in his/her discretion, rearrange the order of public comments within an agenda if the party or parties to provide public comments are not present at the start of the Full Board Meeting.
- Unless otherwise required by law, no public comments will be accepted during VPRA committee meetings (*i.e.*, public comments will be received only during a Full Board Meeting).
- Any member of the public wishing to provide public comment must sign a sign-up sheet prior to the start of the public comment portion of the agenda, and provide his/her name, address, the name of the organization he/she represents (if any), and the general topic or issue on which he/she desires to comment.
- Individuals offering public comment should limit remarks to not more than three minutes. A maximum time limit of 30 minutes will be allocated for the public comment at any one Full Board Meeting. If the number of individuals on the sign-up sheet would exceed the allotted 30-minute timeframe, the chairperson may, in his/her discretion, limit individual remarks to a time period shorter than three minutes. Individuals represented by a common organization or association may be asked to select one individual to speak for the group. Individuals who speak for less than their allotted time may not yield their remaining time to another speaker.
- Public comments made at Full Board Meetings must be relevant to the Board of Director’s functions and responsibilities.
- Individuals may submit written comments to VPRA here: [Contact - VPRA \(vapassengerrailauthority.org\)](http://vapassengerrailauthority.org).
- Speakers shall direct all comments to the Board of Directors, not to individual members of the Board of Directors or VPRA staff.

- Profane or vulgar language, partisan political statements, and comments related to the conduct or performance of members of the Board of Directors or agency staff are not permitted.
  
- Public comment will be received without comment or response by members of the Board of Directors, or VPRA staff. However, members of the Board of Directors, or VPRA staff, may seek clarifications or additional information from individual speakers solely for the purpose of clarifying such speakers' intended message.

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