



MANASSAS CITY COUNCIL RULES OF PROCEDURE

Adopted: January 2, 2019

Introduction

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 of each individual Council Member;
- C. To preserve a spirit of cooperation among Council Members; and
- D. To determine the will of the City Council on 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 City 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 City 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 (Attachment A) 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 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 City 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 by 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. Receipt of Motions When Question is Under Consideration

- A. When a motion is under consideration, no motion shall be received, except as follows: to postpone indefinitely, to amend, to refer to a committee, to postpone to a certain time, to limit or extend debate, to move the previous question or to lay on the table. These motions are listed from lowest priority to highest; no motion with a lower priority may be received while a motion with a higher priority is under consideration, but a motion with a higher priority is in order while a motion with a lower priority is under consideration.
- B. The following motions are debatable: to postpone indefinitely, to refer to a committee or to postpone to a certain time. A motion to amend is debatable only if the main question is. The other motions named in subsection (A) of this section are not debatable. The following motions are amendable: to amend, to refer to a committee, to postpone to a certain time, and to limit or extend debate. The other motions named in subsection (A) of this section are not amendable. All motions require a simple majority, except for the motions to limit or extend debate or move the previous question, which require a two-thirds majority.

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: Oath of Office
Code of Conduct
Organizational Chart
Resolution #R-2019-22: 2019 City Council Meeting Calendar



MANASSAS CITY COUNCIL

CODE OF CONDUCT

Adopted: April 25, 2016

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

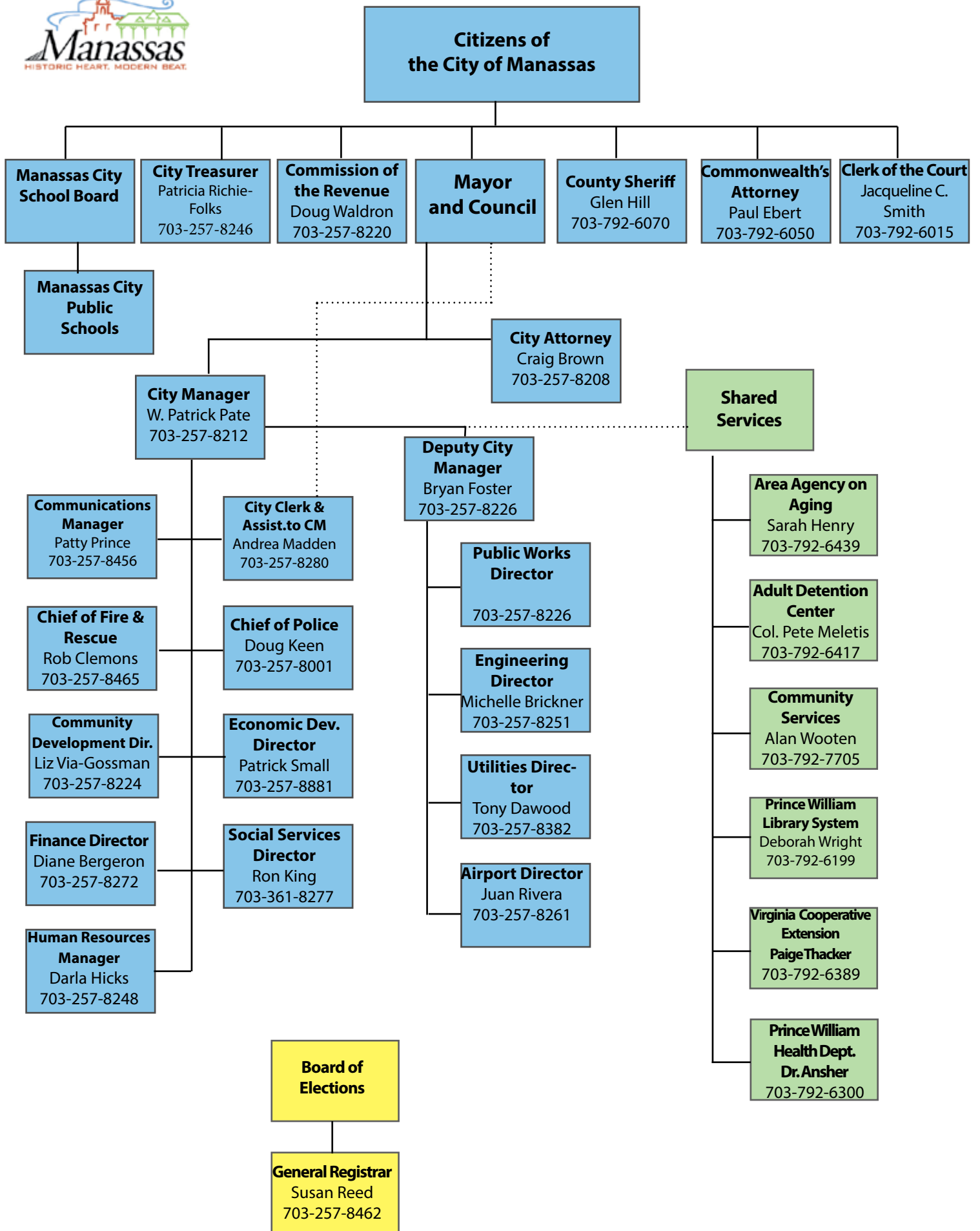
Council Member

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2019 Manassas City Council Meeting Calendar

City Council Meetings
Committee Meetings/Work Sessions
Holidays
City Council Recess
Virginia Municipal League (VML)
Town Hall Meetings
Budget Work Session
January 25 & 26: Council Retreat

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**

Holidays & Observances

January 1 New Year's Day
 January 21 Martin Luther King Day
 February 18 President's Day
 May 27 Memorial Day

July 4
 September 2
 October 14
 November 11

Independence Day
 Labor Day
 Columbus Day
 Veterans Day

November 28 & 29
 December 25
 December 26

Thanksgiving Holiday
 Christmas Day
 Floating Holiday

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	*2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

***Organizational Meeting**

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*29	30				

***Public Hearing on FY20 Budget**

JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2019 City Council Meeting Dates

<u>January</u>	<u>February</u>	<u>March</u>
02 – Organizational Meeting	11 – Regular Meeting	11 – Regular Meeting
09 – Finance Committee	13 – Finance Committee	12 – Budget Work Session
09 – Work Session (If Needed)	13 – Work Session (If Needed)	13 – Finance Committee
14 – Regular Meeting	21 – Personnel Committee	13 – Budget Work Session
17 – Personnel Committee	25 – Regular Meeting	18 – Work Session (If Needed)
24 – Land Use Committee	28 – Land Use Committee	18 – Town Hall Meeting
24 – Work Session (If Needed)	28 – Work Session (If Needed)	20 – Budget Work Session
25 & 26 – City Council Retreat		21 – Personnel Committee
28 – Regular Meeting		25 – Regular Meeting
		27 – Budget Work Session
		28 – Land Use Committee
		28 – Work Session (If Needed)

<u>April</u>	<u>May</u>	<u>June</u>
03 – Budget Work Session	01 – Budget Work Session	10 – Regular Meeting
08 – Regular Meeting	08 – Finance Committee	12 – Finance Committee
10 – Finance Committee	08 – Work Session (If Needed)	12 – Work Session (If Needed)
10 – Budget Work Session	13 – Regular Meeting	17 – Work Session (If Needed)
15 – Work Session (If Needed)	16 – Personnel Committee	20 – Personnel Committee
18 – Personnel Committee	20 – Regular Meeting	24 – Regular Meeting
22 – Regular Meeting	23 – Land Use Committee	27 – Land Use Committee
25 – Land Use Committee	23 – Work Session (If Needed)	27 – Work Session (If Needed)
25 – Work Session (If Needed)	5/27 to 6/7 – City Council Recess	
29 – Public Hearing: FY 20 Budget		

<u>July</u>	<u>August</u>	<u>September</u>
08 – Regular Meeting	8/12 to 8/23 – City Council Recess	09 – Regular Meeting
10 – Finance Committee	26 – Regular Meeting	11 – Finance Committee
10 – Work Session (If Needed)		11 – Work Session (If Needed)
15 – Work Session (If Needed)		16 – Town Hall Meeting
18 – Personnel Committee		19 – Personnel Committee
22 – Regular Meeting		23 – Regular Meeting
25 – Land Use Committee		26 – Land Use Committee
25 – Work Session (If Needed)		26 – Work Session (If Needed)

<u>October</u>	<u>November</u>	<u>December</u>
09 – Finance Committee	13 – Finance Committee	09 – Regular Meeting
09 – Work Session (If Needed)	13 – Work Session (If Needed)	11 – Work Session (If Needed)
17 – Personnel Committee	18 – Regular Meeting	11 – Work Session (If Needed)
21 – Regular Meeting	21 – Personnel Committee	12/16 to 12/31 – City Council Recess
24 – Land Use Committee	25 – Regular Meeting	
24 – Work Session (If Needed)		
28 – Regular Meeting		

Unless noticed, all meetings of the City Council will be held at the following location:
(Council Chambers or the Second Floor Conference Room)

Manassas City Hall
9027 Center Street
Manassas, VA 20110