



County of King William, Virginia

Board of Supervisors

Guidelines for Citizen's Comment Period and Public Hearings

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Citizen's Comment Period: This time is provided at every regular meeting of the Board of Supervisors for citizens to speak on community issues that are not scheduled for public hearing. Citizen's comments are not taken at work sessions. There may or may not be a Citizen's Comment Period at special called meetings. Agenda packets for Board of Supervisors meetings are available for download from the County website at least three (3) days in advance of the meeting and will help you determine whether a Citizen's Comment Period is being offered and at what point during the meeting it will occur. Citizens are invited to speak during Citizen's Comment periods whether they attend in person or are unable to attend. Those unable to attend the meeting in person can submit comments online by 12:00 noon the day of the meeting and they will be provided to the Board of Supervisors.

Public Hearings: Public Hearings are scheduled for specific issues on which the Board wishes to receive public comment and as required by statute. Some examples of Public Hearing issues are changes to County Ordinances, Conditional Use Permit applications, Budget Adoption, and the like. They are advertised in advance of the meeting at which they will be considered on the County website, in the County's newspaper of record – the Tidewater Review and are posted to the front door of the County Administration Building. Public Hearings take place following the Consent Agenda. [Download the meeting agenda](#) from the County website to see the order in which each issue will be addressed. You may also find information contained in the agenda packet which answers or addresses your questions and concerns. The order of business for Public Hearings is staff presentation, applicant's presentation (if any, in land use matters), and public comment. All speakers shall limit their remarks to five (5) minutes and all remarks shall pertain to the matter under consideration. If more than twelve persons wish to speak in the public hearing, the time allotted to each speaker shall be three (3) minutes.

Process & Speaking Guidelines

In-Person Process: The Chair will announce the opening of the Citizen's Comment Period or Public Hearing. Those attending in person may then approach the podium in an orderly fashion. On occasion, it is necessary to register to speak during the Citizen's Comment Period or Public Hearing prior to the start of the Board Meeting. In these instances, a registration sheet will be placed at the entrance to the Board Room. The Chair will call your name when it is your turn to speak.

When there are no additional citizens wishing to speak, the Chair will close the Citizen's Comment Period or Public Hearing, and the meeting will resume with the next agenda item. It is only appropriate to speak to or address the Board during the Citizen's Comment and/or Public Hearing periods.

Those Unable to Attend: Attendance is not required for your voice to be heard. You may send your comments to bos.clerk@kwc.gov by noon on the day of the meeting and they will be provided to the Board of Supervisors. You must include your full name, address, and district of residence in your email. You can also submit a comment on the [County website](#) using the appropriate form.

Speaking Guidelines:

It is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the Board will permit no behavior which is not in keeping with this policy. The soliciting of funds from meeting attendees, the use of threatening or profane language, the failure to comply with time limits, violation of Board rules, or other forms of disruptive conduct will not be tolerated. The Chair will



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maintain proper order at all times during all meetings of the Board and shall affect the removal from any meeting of any person guilty of improper conduct if the offending party fails or refuses to cease such conduct.

Speakers wishing to address the Board shall clearly state their name and district of residence. All comments are addressed to the Chair. Speakers may address only those matters within the scope of the Board's authority that are not on the agenda for a public hearing for that meeting. Speakers are allowed one opportunity of five minutes. If more than twelve persons wish to speak, the time allotted to each speaker shall be three (3) minutes (and may not yield any portion of their time to another).

- Political campaigning, advertising of goods and/or services, and the like are prohibited.
- **No speaker is to engage in political statements; personal attacks upon members of the Board of Supervisors, County employees or officials, or any other person; use abusive language; discuss matters outside the purview of the Board; or publicly discuss matters the Board has solely considered in a Closed Meeting.**
- Clearly state your position, give the facts to substantiate your position, and state the concerns you wish the Board of Supervisors to consider. If you have a written statement, handouts, or other supporting material, hand it to the Clerk. Do not hand materials to individual Supervisors.

If you have specific questions for the Board, please note they may not be able to provide an answer immediately during a Board meeting. You are always welcome to contact your Supervisor personally with any questions or concerns.

District 1 – West Point

William L. Hodges

bill.hodges@kwc.gov or 804-845-4706

District 2 – Courthouse & Sweet Hall

Benjamin J. Edwards, III

ben.edwards@kwc.gov or 804-845-4822

District 3 – Aylett

Justin Catlett, 2024 Vice Chair

justin.catlett@kwc.gov or 804-845-4702

District 4 – Manquin

Lindsay M. Robinson, 2024 Chair

lindsay.robinson@kwc.gov or 804-845-4755

District 5 – Mangohick

Mary Sue Bancroft

marysue.bancroft@kwc.gov or 804-845-4757