

**TOWN OF HERNDON, VIRGINIA**

**RESOLUTION**

**APRIL 11, 2023**

**Resolution- to adopt the Town Council Operating Agreement.**

At the March 10 and 11, 2023 Town Council Retreat, the Town Council met and collectively agreed upon operating standards that reflected their expected experience as members of the Herndon Town Council and their commitment to working collectively toward that ideal experience.

As a result of these discussions, the Town Council Operating Agreement has been developed to operationalize these standards and process agreements.

**THEREFORE, BE IT RESOLVED**, by the Town Council for the Town of Herndon, Virginia that:

1. The Town Council adopts the Town Council Operating Agreement.

---

**This is certified to be a true and accurate copy of Resolution 23-G-30 adopted at a legally convened meeting of the Town Council of the Town of Herndon on April 11, 2023.**

  
\_\_\_\_\_  
**Margie C. Tacci, Deputy Town Clerk**



Attached for reference is the Town Council 2023-2024 Operating Agreement.

# Town of Herndon Operating Agreement

## Introduction

This Operating Agreement was designed and adopted for the benefit and convenience of the Herndon Town Council. Its purpose is to assist the Town Council to conduct its affairs in a timely and efficient manner. This Operating Agreement is complimentary to the adopted parliamentary procedures found in *Robert's Rules of Order Newly Revised in Brief, 3<sup>rd</sup> edition* (ROR) and applicable Virginia laws. This Operating Agreement does not supersede the provisions of the Town Charter, Town Code, or Code of Virginia.

## Section 1 – Purpose and Basic Principles

### Section 1-1. Purpose of Operating Agreement.

- A. To enable the Herndon Town Council to transact business, fully, expeditiously, respectfully, and efficiently, while affording every opportunity to citizens to witness the operations of government;
- B. To enable the Herndon Town Council to participate in long range strategic planning;
- C. To support respectful and productive debate, idea refinement, and result-focused discussions;
- D. To create a supportive environment that builds on the Council's strengths, and respects each member's expertise, as well as town staff's expertise;
- E. To preserve the spirit of cooperation and collaboration among Councilmembers; and
- F. To enable the Herndon Town Council to support each member in building what matters most.

### Section 1-2. Basic Principles Underlying Operating Agreement.

- A. The business of the Town Council should proceed in the most efficient and effective manner possible, and the members commit to:
  - 1. Acknowledging each other's strengths and supporting each other;
  - 2. Collaboration, consensus building, and striving for places of agreement;
  - 3. Transparency;
  - 4. Assuming positive intent;
  - 5. Debating the issue, not the person; and
  - 6. Supporting safe listening.
- B. Town Council's Operating Agreement will be followed consistently;
- C. Only one subject may occupy the attention of Town Council at one time;
- D. Each item presented for consideration is entitled to full discussion;
- E. Every member has equal rights to participate and vote on all issues;
- F. Every member will have equal opportunity to participate in the decision making of the body; and
- G. The Council acknowledges that it acts as a body.

## **Section 2 – Process Agreement**

In addition to the parliamentary procedures outlined in *Robert's Rules of Order Newly Revised in Brief, 3<sup>rd</sup> edition*, (ROR) the Town Council agrees to the following processes regarding agendas and meeting procedures:

### **Section 2-1. Adding Items to a Meeting Agenda.**

Any member may make a request to add an item to a future agenda following the below procedures:

- A. Prior to making a request to add an item to an agenda, members are encouraged to speak one-on-one with the Mayor and their Council colleagues to discuss the proposed topic in advance.
- B. Members requesting to add an item to an agenda prior to publication must submit to the Town Manager: (1) the title, (2) brief description of the topic, and (3) any supporting documentation by close of business on the Wednesday (or earlier) before the work session meeting.
- C. Members may request to amend the meeting agenda to add an emergency (or emerging topic) item at the start of a meeting. The requesting Member will make a motion to amend the agenda and provide a brief description of the topic. The Members agree that an action or discussion item may only be added to the agenda with unanimous consent. The Mayor will seek any objections; if there are one or more objections to adding the item to the meeting agenda, the topic will be scheduled on the next appropriate meeting.
- D. Requests to add Closed Session items must be reviewed by the Town Attorney prior to scheduling to determine appropriateness and applicable State Code exception(s).

### **Section 2-2: Voting at Meetings**

- A. Roll call votes are able to be taken in all meeting settings, including work sessions and special meetings. The voting process will follow ROR procedures.
- B. Council majority consent is required to direct the Town Manager on a particular topic or to draft legislation on an issue. If a majority vote is not obtained to direct the Town Manager on any particular issue or topic, a Member may make a motion and a vote may be taken to schedule the item for Council consideration and action on a regular meeting agenda.

### **Section 2-3: Seating**

During work sessions, the Mayor and Vice Mayor will sit next to each other, and all other members may sit in any other available seat.