



# Town of Vienna

127 Center Street South  
Vienna, Virginia 22180  
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TTY 7111

## Meeting Minutes Planning Commission Work Session

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Wednesday, March 22, 2023

7:00 PM

Charles A. Robinson Jr. Town Hall, 127  
Center St. S

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### Parliamentarian Procedure Training

*The Planning Commission met for a work session on Wednesday, March 22, 2023, at 7:00 PM in the Town Council Chambers, Town Hall, 127 Center Street South, Vienna, Virginia with Jessica Plowgian, Chairwoman presiding. The following members were present: Keith Aimone, Stephen Kenney, Jessica Ramakis, Deepa Chakrapani, and Matthew Glassman. Also, in attendance and representing Town Staff: David Levy, Director of Planning & Zoning, and Jennifer Murphy, Clerk to the Commission.*

### Training and refresher for Planning Commissioners on rules and use of Parliamentary Procedures (Robert's Rules of Order) during Planning Commission Meetings

*Commissioners met with Colette Collier Trohan of A Great Meeting, Inc. to discuss the use of parliamentary procedures to better assist in the decision making process including motion making and amendments. The Commission discussed updating their Bylaws and Rules of Procedures regarding public comment and speaking time limits.*

### Work Session Adjournment

*The work session adjourned at 9:07 PM.*

*Respectfully submitted,*

*Jennifer Murphy  
Clerk to the Board*

*THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.*