



# Town of Vienna

Charles A. Robinson Jr.  
Town Hall  
127 Center Street South  
Vienna VA, 22180

## Meeting Minutes Town Council Work Session

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Wednesday, December 11, 2019

7:30 PM

Vienna Community Center, 120 Cherry St.

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### Parliamentary Procedure Training

#### 1. Regular Business

*The Vienna Town Council met for work session on Wednesday, December 11, 2019 at the Vienna Community Center. The following Councilmembers were present:*

*Councilmember Linda J. Colbert  
Councilmember Pasha M. Majdi  
Councilmember Douglas E. Noble  
Councilmember Steve Potter  
Mayor Laurie DiRocco*

*Staff Present:*

*Melanie Clark, Town Clerk  
Mercury Payton, Town Manager  
Steve Briglia, Town Attorney*

#### A. [19-1506](#)

Training and refresher for Town Councilmembers on rules and use of parliamentary procedures during Town Council meetings

*Ms. Colette Collier Trohan of A Great Meeting, Inc. located in Rockville, MD provided a presentation on Parliamentary Procedures, Robert's Rules of Order. Some of the topics that were discussed included how to run a meeting properly, different types of meetings, making motions, minutes and voting.*

*The Mayor and Council members were given the opportunity to ask questions during this presentation.*

#### 2. Meeting Adjournment

*The meeting adjourned at 10:00 p.m.*

*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.*