



Town of Vienna

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

Meeting Minutes Town Council Work Session

Wednesday, December 11, 2019

7:30 PM

Vienna Community Center, 120 Cherry St.

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.