



Rules for Public Participation in Board Meetings

Adopted February 19, 2026

The Fairfax Water Board welcomes public input and feedback at its Meetings and has established these rules to maintain order and decorum in its proceedings. These rules will be implemented by the Board consistent with the applicable provisions of the Virginia Freedom of Information Act.

Failure to adhere to these rules will result in dismissal from the room and premises.

Members of the public are expected to:

- Comply with all required security checks, including identification and bag checks.
- Follow all signage and not enter areas of the building that are not open to the public.
- Not approach the speaker's podium or Board dais during the meeting unless invited by the Chairperson
- Remain seated at all times during the meeting in the designated area unless approaching the speaker's podium at the invitation of the Chairperson.
- If intending to broadcast, photograph, film, or record a public Board meeting, do so only from the area designated by Fairfax Water staff and in a manner that does not disrupt the proceedings of the Board.
- Exit the room quietly if necessary.
- Silence their phone and refrain from disruptive noises such as whispering, or expressions of approval/disapproval.
- Be courteous and respectful to all Board Members, staff and other attendees.
- Speak only during public comment periods or when specifically recognized by the Chairperson, and comments must be made from the speaker's podium unless otherwise directed by the Chairperson.

- Avoid talking over Board Members or other speakers.
- Keep comments focused on the topic at hand and respect the time limits set for each speaker.
- Exit the building promptly at the conclusion of the meeting.

To Provide Public Comment and Address the Board

- Members of the public will only be permitted to address the Board during public comment periods or when specifically recognized by the Chairperson.
- To speak at a Public Hearing, members of the public are asked to sign-in. There will be a designated time during the meeting for comments from the public. The Chairperson will invite individuals to the speaker's podium to speak.
 - Speakers must state their name, address and group affiliation if representing a group.
 - Individuals speaking on behalf of themselves will be permitted 3 minutes to speak.
 - Individuals speaking on behalf of a group will be permitted 5 minutes to speak. Only one individual may speak on behalf of a group.
 - A person whose allotted time has expired will be asked by the Chairperson to promptly finish their comments, after which such person shall leave the speaker's podium unless they are asked to remain to answer questions from the Board.
- For meetings without a Public Hearing, the opportunity to address the Board will be at the discretion of the Chairperson. Individuals should sign in, indicating on what topic they wish to address the Board. If invited to speak, individuals will have 3 minutes to address the Board.