

Policy and Procedures on City Communication for
Individual Mayor and/or Councilmember Town Hall Meetings

Policy

City staff will provide public notice of town hall type constituent meetings of members of the Mayor and Council via: calendars of events in Rockville Reports, the City website calendar listing, press release, and on The Rockville Channel (TRC), provided that no such announcements will be provided nine months or closer to a City election.

Meetings for which staff will provide notice must be open and accessible to the general public, and may not include the display and/or distribution of any political or campaign materials. Also, any meeting with a quorum of the Mayor and Council (three or more members) is subject to the requirements of the State's Open Meetings Law.

Procedures

All requests for notice shall be provided by a member of the Mayor and Council in writing or via e-mail to the City Clerk's Office with a request for a meeting location, date, and time. The notice will include the date, beginning and ending time, location, Mayor or Councilmember holding the meeting, and contact phone or e-mail. If the meeting is focused on a particular topic, that will also be noted. The City Clerk's Office will coordinate with the Communication Officer to place the information in the City's media mentioned in this policy, subject to the timeframes noted below.

For Rockville Reports, requests for notice shall be submitted no later than the first day of the preceding month (for example, by Jan. 1 for the Feb. Rockville Reports).

For the calendar in TRC's City Hall Report News program, the request shall be submitted at least 15 business days prior to the event.

For a news release, the request shall be submitted at least ten business days prior to the event.

For the Web site, the request shall be submitted at least ten business days prior to the event.

For the TRC bulletin board, requests for notice shall be submitted at least one business day prior to the event.

As directed by a Mayor and Council motion approved on March 3, 2008