

PUBLIC HEARING FAQ'S

What is a Public Hearing?

A Public Hearing is a formal process required by County and State law or as directed by the Board. It allows residents to voice their opinions on specific issues before the Board makes a decision.

How long can I speak?

Each speaker is allotted **three (3) minutes** to address the Board. The Board listens to speakers but does not engage in dialogue.

Can I speak on behalf of an organization?

Yes. Representatives of a civic association, HOA, or a formally recognized organization (current with the IRS or Commonwealth of Virginia State Corporation Commission) may request **five (5) minutes** to speak. Only one representative per organization is permitted.

Can I yield my time to another speaker?

No. Speakers may not yield their time to another person.

How do I sign up to speak?

In-Person Sign-Ups

- Sign-ups start **30 minutes before** the meeting.
- Sign-ups continue until the Chair officially closes the hearing.
- Sign-up sheets are available at the back of Board Chambers or in the McCoart atrium.
- You must provide your name, address, or Magisterial District.

Remote Participation (Virtual Sign-Ups)

- Register by **5:00 PM the day before** the meeting at pwcgov.granicusideas.com.
- IT staff will verify remote speakers when they join the meeting.
- Speakers are called in the order they registered.
- Verified participants may disconnect and rejoin while the hearing is ongoing.
- **In-person speakers speak before virtual speakers.**
- **Residents of Prince William County are called before non-residents.**

Public Comment Time FAQ'S

What is Public Comment Time?

Public Comment Time allows individuals to address the Board on general topics unrelated to a scheduled public hearing.

How long can I speak?

Each speaker is allotted **three (3) minutes** to speak.

Can I speak on behalf of an organization?

No. **Five-minute representation requests are NOT permitted** during Public Comment Time.

How do I sign up to speak?

In-Person Sign-Ups

- Sign-ups start **30 minutes before** the meeting.
- Sign-ups close **15 minutes after Public Comment Time begins**.
- Sign-up sheets are available at the back of Board Chambers or in the McCoart atrium.
- You must provide your name, address, or Magisterial District.

Remote Participation (Virtual Sign-Ups)

- Register by **5:00 PM the day before** the meeting at pwcgov.granicusideas.com.
- IT staff will verify remote speakers when they join the meeting.
- Speakers are called in the order they registered.
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- **In-person speakers speak before virtual speakers.**
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Large Meeting Procedures FAQ

How is sign-in managed for large meetings?

- Sign-in is managed by the Clerk's Office and designated County staff.
- Individuals must sign in personally; no proxy sign-ins allowed.
- You must provide your name, address, or Magisterial District.
- Each speaker receives a numbered card upon sign-in (resident/non-resident distinction).

What is the process for speaking at large meetings?

- **Time Limit:** Each speaker is allotted up to **3 minutes**.
- **Speaker Line-Up:**
 - Speakers line up in groups of 10.
 - Staff will guide speakers to the microphone.
- **Seating Availability:**
 - **192 seats** in the atrium.
 - **112 seats** in Board Chambers.
- **Calling Speakers:**
 - The Chair will announce speakers in groups (e.g., "The next set of speakers are numbers 10 to 20.").
 - A designated staff member inside McCoart will assist in calling speaker numbers for those waiting in the atrium.