TAKE PART IN PUBLIC MEETINGS

The Vail Town Council meets the first and third Tuesday of each month for regularly scheduled work sessions and regular meetings which take place at the Vail Town Council Chambers located at 75 South Frontage Road.

WORK SESSIONS are informal study sessions beginning early afternoon and scheduled for staff or presenters to provide information and updates to the Town Council members. No formal motions are made or voted upon at this session except for scheduled quasi-judicial hearings and motions for conduct of the meeting. Examples include a motion to adjourn or a motion for executive session. While open to the public, citizen input is allowed only at council's discretion (except for parties to a quasi-judicial proceeding).

REGULAR MEETINGS include topics that require official action from town council. Public input is taken on many items considered on this agenda. There are several formats for taking official action including proclamations, resolutions and ordinances. The sequence of decision making for agenda items is as follows with an opportunity for citizen input offered at every meeting as follows:
- *Staff Presentation*
- *Questions and Clarification from Council*
- ***Citizen Comments***
- *Council Comments*
- *Council Decision*

EXECUTIVE SESSIONS are meetings whereby the Vail Town Council is authorized by state law to meet privately in closed session upon affirmative vote of two-thirds of the members present, constituting a quorum to discuss items of a specific nature as authorized in C.R.S. §24-6-402.

OPPORTUNITIES FOR CITIZEN COMMENT

Citizen Participation is scheduled at the beginning of every regular meeting as an opportunity for the community to address topics and present ideas not listed on the meeting agenda. There is no sign-in requirement; however, there is a time requirement of three (3) minutes per person.

PUBLIC INPUT FORMAT

The Mayor determines and creates the time for public comments on all pertinent agenda items as the presiding officer of the meeting.
- Raise your hand when requesting to address Council.
- Once acknowledged by the mayor, move to the podium at the front of the room and begin by stating your name and address for the public record.
- Speak clearly into the microphone at the podium so everyone will hear you.
- Consider distributing an informational handout with your input so Council may review your viewpoint in more detail at a later time.
- Be clear if you have a question, and succinct and focused with sharing your point of view and comments.
- Be solution oriented with your comments.
- Be respectful – avoid personal attacks, profanity or slanderous remarks.
- Do not encourage interruption of the proceedings with forms of approval, disapproval, applause, heckling or jeering. Speakers who violate council's code of conduct will be removed from the room.
- Please turn off your cell phone and avoid prolonged private discussions during the meeting.

GENERAL PUBLIC COMMENTS

There are occasions when the Mayor extends an invitation for public participation on certain topics. Council may choose to direct town staff to research the item or to place the issue on a future Town Council agenda. In most cases the Town Council takes public input to listen to comments submitted by its community members and relies on town staff to determine the appropriate follow-up.

COMMUNICATE VIA EMAIL

To share your thoughts, ideas or questions, feel free to contact the Vail Town Council:

Email comments to towncouncil@vailgov.com

Fax your letters to 970-479-2157

Mail to 75 South Frontage Road, Vail, CO 81657

STAY CONNECTED AND INFORMED

Town Council Meetings can be viewed via live webstream by accessing vailgov.com on the Town Council's webpage at "council meeting online." The webpage also offers the video library link to Public Access TV 5 where past meetings can be found. In addition, Vail utilizes Twitter@VailTownCouncil as a means of communicating to its followers throughout the meetings by sending live tweets of discussions and decisions.

WEBSITE CONTENT UPDATED REGULARLY

Access vailgov.com for the latest information including news releases, public announcements, publications, Twitter and email services to help answer your questions and keep you informed. Meeting announcements for Town Council and all boards and commissions are posted to the website. Look for public notices advertised in the Vail Daily for hearings, board vacancies and other official business matters. Subscribe to email services any time at vailgov.com/vail-mail.

MEETING MATERIALS

To support the actively green environment, the town has moved to a paperless system, all Town Council meeting related items including agendas, staff reports and other information items are accessible on vailgov.com. Materials are posted the Friday prior to the Tuesday meeting and email subscribers are notified when the agenda is finalized and materials available to the public. Sign up as a subscriber today at vailgov.com/vail-mail.

Vail Town Council

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Vail Town Departments

Administration	970-479-2100
Town Manager, Town Clerk, Community Information, Municipal Court, Information Technology	
Human Resources	970-479-2100
Community Development	970-479-2139
Economic Development	970-479-2454
Special Events	970-477-3551
Public Works	970-479-2158
Transportation	970-479-2178
Fire	970-479-2211
Police	970-479-2208
Vail Library	970-479-2184

OUR VISION:
To be the Premier International Mountain Resort Community!

OUR MISSION:
Grow a vibrant, diverse economy and community, providing our citizens and guests with exceptional services and an abundance of recreational, cultural and educational opportunities.

75 South Frontage Road
Vail, Colorado 81657
970-479-2100
www.vailgov.com

Thank you for taking time to participate with Town of Vail!

---Vail Town Council Transparency Initiative--

7-2014