

**CITY OF CHARLOTTESVILLE
STANDARD OPERATING PROCEDURE**



Type of Procedure: DEPARTMENTAL	
Subject: <i>CVILLE 360 CALL IN PROCEDURES</i>	
Authorization: Dr. Tarron J. Richardson, City Manager	Date: July 2, 2020
Signature of City Manager: 	Effective Date: July 2, 2020

I. PURPOSE

It is the intent of this policy that the City of Charlottesville’s *Cville 360* broadcast shall be conducted in a manner that enables the City to communicate with the public and relevant stakeholders and to fully inform and advise individuals as to the operations of public business. *Cville 360* will provide reasonable opportunities for public questions and comments in order to promote effective government management.

II. DEPARTMENTS AFFECTED

Office of Communications

III. POLICY

A. The host of the *Cville 360* broadcast (hereinafter “the host”) shall utilize a webinar technology that permits public questions and comments.

B. At the conclusion of the guest interview portion of the *Cville 360* broadcast, the host shall ask if members of the public have a question or comment for the episode’s broadcast guest(s) concerning the topic of the broadcast. The host shall request that anyone with a question or comment to raise their hand using the webinar technology.

C. The host shall permit up to eight webinar participants per episode to submit a question or comment for that episode’s broadcast guest(s). The host shall announce that the participants’ remarks and questions shall be limited to the topics that the guest(s) of the episode’s broadcast discussed with the host. The *Cville 360* broadcast is a limited public forum in which participants must limit their remarks and questions to the topics that the guest(s) of the episode’s broadcast discussed with the host.

D. The host shall permit webinar participants to ask questions or make a comments in the order they raised their hand using the webinar technology. Questions will be addressed on a first come first called on procedure. The host shall not refuse to allow a webinar participant to ask a question or make a comment.

E. The host shall announce that each webinar participant may have up to three minutes to ask questions or make comments about the topic discussed by that episode's broadcast guest(s). The host shall also announce that each webinar participant must limit their remarks or questions to the topic that the guest(s) of the episode's broadcast discussed with the host.

F. At the conclusion of each webinar participant's three minute period, the host shall inform the participant that their three minute time period has concluded and the host will provide the participant an opportunity to conclude their remarks before ending the participant's time.

G. The host shall permit webinar participants to make their remarks and questions without regard to the participant's viewpoint or identity.

H. If a webinar participant discusses a topic unrelated to the topic discussed by the guest(s) on the episode's broadcast, the host shall ask the participant to confine their remarks or questions to the topic discussed by the guest(s) on the episode's broadcast. If the participant continues to discuss a topic unrelated to the topic discussed by the guest(s) on the episode's broadcast, the host shall ask the participant to confine their remarks or questions to the topic discussed by the guest(s) on the episode's broadcast and inform the participant that if they do not direct their remarks or questions to the topic discussed by the guest(s) on the episode's broadcast, the host will end their participation. If the webinar participant continues to discuss a topic unrelated to the topic discussed by the guest(s) on the episode's broadcast, the host shall end the participant's question(s) or remarks.

I. Neither the host nor any guest(s) on an episode's broadcast shall be required to answer question(s) submitted by a webinar participant or to address comments or remarks made by a webinar participant.