

CITY OF ALEXANDRIA
INDEPENDENT COMMUNITY POLICING REVIEW BOARD
PUBLIC HEARING RULES AND PROCEDURES

I. Authority

These Public Hearing Rules are adopted pursuant to Alexandria City Code, Title 2, Chapter 4, Article AA (Independent Police Review Board) and govern the conduct of public hearings held by the Independent Police Review Board (“ICPRB” or “Board”).

To the extent not addressed by the City Code or these rules, hearings shall be conducted in accordance with Robert’s Rules of Order Newly Revised (12th Edition).

II. Notice Requirements

Meeting notice shall be provided in accordance with the Freedom of Information Act (FOIA) requirements, including notice, materials and attachments made publicly available.

III. Purpose and Nature of the Hearing

1. The purpose of an ICPRB public hearing is to receive public comment and information relevant to matters within the Board’s authority under the City Code.
2. The Board will review the investigation conducted by the Office of the Independent Policing Auditor (“IPA”) and/or Alexandria Police Department Office of Professional Responsibility (“APD OPR”) for fairness, objectivity, and thoroughness.
3. A public hearing is not an adjudicatory proceeding, evidentiary hearing, or trial-type proceeding.
4. The hearing is not intended to:
 - Resolve disputed facts,
 - Admit or exclude evidence,
 - Permit cross-examination, or
 - Require responses from Board members, staff, City officials, officers, or witnesses.

IV. Presiding Officer

1. The Chair of the ICPRB, or designee, shall preside over the public hearing.
2. The Chair, or designee, shall:
 - Open and close the hearing;

- Recognize speakers;
 - Enforce time limits;
 - Maintain order and decorum; and
 - Rule on procedural issues consistent with Robert's Rules of Order.
3. Procedural rulings of the Chair may be appealed by a Board member in accordance with Robert's Rules of Order.

V. Order of Proceedings

Unless modified by the Chair for good cause, public hearings shall proceed in the following order:

1. Call to Order
2. Closed session, if applicable
3. Acknowledgement of Public Hearing Rules by the Chair
4. Brief staff or auditor presentation
5. Public comment
6. Closure of the public comments
7. Board discussion and/or vote, if permitted by the City Code, or adjournment

VI. Speaker Registration and Participation

1. Individuals wishing to provide public comment must sign up prior to the start of the hearing, either in person or through any remote participation method authorized by the Board.
2. Members of the public may also sign up for public comment upon arrival and at any time prior to the closure of public comment.
3. Speakers shall be recognized in the order of sign-up.
4. Each speaker shall state their name for the record.
5. Speakers representing media, private businesses, organizations, and advocacy groups shall indicate representation.

VII. Time Limits

1. Each speaker is allotted three (3) minutes to provide public comment.
2. Time limits shall be applied uniformly to all speakers.

3. The Chair may provide a time warning 30 seconds prior to the expiration of allotted time.
4. Unused time may not be transferred to another speaker.

VIII. Scope of Public Commentary

1. Public comment shall be limited to matters within the jurisdiction of the ICPRB as set forth in the City Code.
2. Speakers shall address remarks to the Board as a body, not to individual members, City staff, officers, or other speakers.
3. The following are not permitted:
 - Questions directed to Board members or City staff;
 - Attempts to cross-examine any person;
 - Requests for the Board to take immediate action.
4. The Chair may issue a warning or take other appropriate action in the event an individual exceeds the scope of public commentary.

IX. Decorum and Conduct

1. All participants shall conduct themselves in a respectful and orderly manner.
2. The following conduct is discouraged and may result in termination of public commentary or removal:
 - Profanity, threats, or personal attacks;
 - Disruptive behavior.
3. The Chair may take appropriate action to maintain order, including:
 - Issuing a warning;
 - Terminating comment;
 - Directing removal of a disruptive individual if necessary.

X. Board Member Participation

1. During public comment, Board members shall refrain from debate, deliberation, or expression of opinions on the matter under review.
2. Board members may raise procedural questions to the Chair.
3. Any substantive discussion shall occur only after public comment is closed, and only to the extent permitted by the City Code.

XI. Written Submissions by the Public

1. Written materials for public comment may be submitted for the record at icprb@alexandriava.gov with the subject line “Public Comment”.
2. Written questions or concerns may also be submitted to the Board at icprb@alexandriava.gov with the subject line “Q&A”.
3. Written submissions for City staff may be submitted to the Auditor at policeoversight@alexandriava.gov with the subject line “Q&A”.
4. Written submissions are accepted for informational purposes only and do not constitute evidence.
5. Submission of materials does not obligate the Board or City Staff to respond.

XII. Recording and Public Record

1. Public comments may be recorded or transcribed.
2. All comments provided become part of the public record.

XIII. Closure of Public Comments

1. Upon completion of public comment, the Chair shall formally close the public comment hearing.
2. No additional public comment shall be permitted unless the hearing is reopened by a majority vote of the Board, consistent with Robert’s Rules of Order.

XV. Amendment or Suspension of Rules

These rules may be amended or temporarily suspended by a majority vote of the ICPRB, provided any modification is applied consistently and does not conflict with the City Code.

XVI. Adjournment

1. The Board is not required to issue findings and recommendations at the hearing, unless determined otherwise by majority vote.
2. The meeting will conclude upon motion and majority vote to adjourn.