

VHA Town Hall Procedures

Meetings

- Quarterly – January, April, July, October
- Third Tuesday of the month
- 10:00 AM Laurel Manor Recreation Center
- Closed meeting with VHA Partners, VHA Officers and Neighborhood Representatives
- Partners include: Developer’s Representative; District Manager; Law Enforcement

Preparation

- Questions are submitted by VHA members and Villages residents via:
 - A form in the Voice
 - Email through the VHA website
 - Area Vice Presidents receive them from their Neighborhood Representatives (NRs)
- Deadline for questions is the 1st Wednesday of the Town Hall month.
- Town Hall Preparation Meeting held between President, EVP and Secretary week before being sent to the Partners.
- Questions are compiled and edited by the Secretary and the President to be uncontentious
- Edited questions are sent to VHA Partners and the Executive Committee in advance of Town Hall by Thursday or Friday morning before the Tuesday Town Hall meeting.

Protocol

- VHA President welcomes everyone and leads the Pledge of Allegiance to the flag.
- Introduction of the panel of Partners
- Meeting procedures explained to the attendees include:
 - Questions have been prepared in advance
 - Audience may ask questions pertaining to the Partners’ responses
 - Unrelated questions can be sent to the District or the VHA after the meeting.
- The VHA Secretary or an appointed person manually records responses to the questions and any follow up questions from the audience
- To promote a collaborative atmosphere the VHA does not tape record this Q & A

Follow Up/Publication

- The Q & A is drafted and sent to the VHA President and the Partners for editing/corrections
- Deadline for the final copy is Friday after Town Hall in order to meet the deadline for submitting articles in the next month’s issue of the Voice
- Copies of the Voice are available as a supplement in the Daily Sun on the first Wednesday of the month and on the VHA web site
- A “Search” box on the VHA web site is provided to research topics from previous Town Hall Meetings