

Revised: February 13<sup>th</sup>, 2012

## **Rule of Procedure - Addressing the Caribou City Council**

Pursuant to Caribou Charter Section 2.10 (a)(i)(b) There shall be a time slot of at least 15 minutes available at the beginning of each regularly scheduled meeting, for input from residents or tax payers of Caribou. The Council will maintain a Rule of Procedure to allow public comment on agenda and non-agenda items at the start of each Council meeting. All requests will be honored.

### **Procedure:**

1. Individuals wishing to address the Council on meeting agenda items shall do so during the time period established and in a manner as described:
  - (a) Individuals addressing the Council on an agenda item shall give their name, address and agenda item for the record, and shall limit their statements to not more than five minutes.
  
2. Individuals wishing to address the Council on items not included on the agenda shall do so during the time period established and in a manner as described:
  - (a) Individuals wishing to speak to items not listed on the meeting agenda may notify the City Manager's office before noon, four business days prior to the next regularly scheduled meeting to have the item listed. The notice may include the subject matter, a brief description of its relevance for public input, and contact information of the requesting party to include; name, address, day and evening phone numbers. The City Manager may request from the individual any pertinent materials as supporting documents for the input session.
  - (b) Individuals addressing the Council on non-agenda items shall give their name, address and subject matter for the record, and shall limit their statements to not more than five minutes.

### **Nature of Address:**

All comments need to be addressed to the Council at large and not to specific members. Questions shall be asked of individual Council members only through the presiding officer. Discussion will be limited to Council members and the person recognized as having the floor. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous or exhibits inappropriate behavior while addressing the Council may be instructed to leave the meeting by the presiding officer.