



### **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 shall do so during the time period established and in a manner as described:
  - a) Individuals addressing the Council shall give their name and address and shall limit their statements to not more than five minutes. The Council Chair, at his/her discretion, may allow more time to a speaker.
  - b) Individuals wishing to appear on the Council agenda to address the council shall contact the City Manager no later than 5:00 pm on the Thursday before the Council meeting they wish to appear on the agenda. This is not a requirement to address the Council during public input.

#### **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.

Adopted by the City Council April 8, 2013