

## Procedure for Addressing Council during Meetings

1. Requests must be received no later than noon on the Thursday before the meeting.
2. Requests must be made to the Clerk at Town Hall in writing and must include the following information:
  - Name
  - Contact Information
  - Date of Meeting to Speak
  - Topics to be covered
3. Requests received after the deadline may be scheduled for the next month's meeting at the resident's request.
4. Approved requests will be placed on the meeting agenda.
5. Speakers should arrive on time and be prepared to speak when their name is called.
6. Speakers will be given 3 minutes to address the mayor and council during the meeting. If additional time is required, an appointment should be made at the Town Hall. *This time limit may be waived by the Mayor.*
7. Speakers should not deviate from the topics listed in the original request to speak. The mayor may end a speaker's time if the speaker does not stay on topic.
8. Due to time limitations, any comments and requests will be accepted as information only during the meeting. Requests will receive a written response prior to the next regularly scheduled meeting.
9. Any speaker who becomes belligerent, excessively loud, or otherwise disruptive will be asked to leave the meeting.
10. A speaker who disrupts the meeting may be prohibited from addressing council at future meetings for a period of six months.