

Town of River Bend

Address to Council Policy

The Address to Council period shall be reserved as an item of business on the agenda for the Council's regular session, which is currently held on the 3rd Thursday of each month. All Addresses to the Council during this period shall be subject to the terms of this policy. The purpose of an agenda is twofold. They are: 1) To inform each Council member of the items that will be discussed during the meeting, and 2) To allow each Council member an equal opportunity to review those items in advance of the meeting where they will be discussed. This process allows Council members to be equally informed of agenda items and to have a reasonable amount of time to prepare for discussions related to those items.

1. In accordance with the town's Agenda Policy, all persons who wish to address the Council at the regular meeting must submit their request form to the Town Clerk's office no later than 9:00 a.m. two business days prior to the scheduled meeting. Generally, each requestor will be allotted five minutes to speak. However, in cases where more than three (3) people have requested to address the Council, the allotted time may be reduced. In such cases, the Mayor will determine the time allotment for each speaker and make that announcement before the addresses begin. The time limit will be the same for all speakers.
2. Once the request has been approved, the speaker will be notified and informed of their anticipated maximum time limit.
3. Each speaker shall be limited to a maximum time of five (5) minutes. Each speaker will only be allowed to speak once during the period. A staff member shall serve as timekeeper and will promptly announce when the speakers' time has expired.
4. No time may be yielded or transferred from one speaker to another. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group, if possible.
5. If the speaker has information, data, documents, maps, etc. they plan to use during the Address, they shall provide a copy of all such data to the Town Clerk when they submit their request so that it can be included in the agenda packet.
6. The Address to Council period is not intended to require the Council and/or any staff to answer any impromptu questions. After the speaker's time has expired, the Council may refer inquiries made during the Address to the Town Manager or an appropriate staff member. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the Council for consideration and review.
7. Speakers will address comments to the entire Council as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the Address to Council period.

8. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Town Clerk.

9. Speakers shall be courteous in their language and presentation. Profanity or other inappropriate language or gestures will not be tolerated.

10. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare "out-of-order" any person who fails to comply with this policy. The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.

Adopted September 17, 2026