

**RULES OF PROCEDURE  
FOR THE CHARLOTTE CITY COUNCIL  
Adopted April 11, 2016**

**5. Addressing Council**

(a) Persons desiring to address the City Council shall contact the office of the City Clerk and give their name, address, telephone number, and subject matter to be discussed. Any person unable to give advance notice prior to a Council meeting, shall fill out the card available for this purpose and hand it to the City Clerk prior to the time the agenda item is reached. Once an agenda item has been called, a person may not sign up to speak. Notwithstanding the forgoing, for matters where an unusually large number of persons are expected to speak, the Mayor may set an earlier deadline for speakers to register with the City Clerk.

(b) For agenda items and public hearings other than zoning public hearings, persons who have signed up to speak shall be allowed to speak for up to three (3) minutes. The Mayor, or the presiding officer in the absence of the Mayor, shall have the discretion, subject to appeal to the Council, to shorten the time for speaking when an unusually large number of persons have registered to speak. Speakers may not yield their time to another person.

(c) Zoning public hearings. At hearings involving amendments to the zoning ordinance, the time allotted for speakers and the order of presentation is set forth below. The time of proponents or opponents may be extended by an affirmative vote of a majority of the Council members present.

- A. If speakers are signed up in opposition, or if staff opposes the petition:
  - (i) Staff makes presentation.
  - (ii) Proponents and opponents will be allowed 10 minutes each; proponents will be allowed 2 minutes rebuttal.
- B. If no speakers are signed up to speak in opposition and staff recommends approval:
  - (i) Staff makes presentation.
  - (ii) Petitioner will be allowed up to 3 minutes.

(d) Once a matter has been the subject of a public hearing, persons will not be allowed to address the Council on the matter at a subsequent Council meeting, or at a subsequent informal session devoted to hearing from citizens. Citizens may respond to questions or inquiries for information from Council members or the Mayor after the close of a public hearing.

(e) The provisions of this rule shall not apply to speakers addressing Council on awards and recognitions or for staff or other individuals expressly invited to address Council on a matter.

(f) Scheduling Citizen Forum. A Citizens Forum shall be held at least once a month during which persons may speak on matters not on the agenda. To enable all citizens an equal opportunity to speak, a citizen may only speak at the Citizens Forum once each quarter. The number of speakers at a Citizens Forum shall be limited to ten (10) unless otherwise agreed to by a majority of Council.

The Rules of Procedure for the Charlotte City Council can be read in full [here](#).