

PART 4 - PROCEDURAL RULES

SECTION E

PUBLIC SPEAKING PROCEDURE RULES (extract)

3. QUESTIONS BY THE PUBLIC AT COUNCIL MEETINGS

- 3.1 Except at the Annual Meeting, a ~~period-maximum~~ of ~~fifteen-thirty~~ minutes will be allocated to allow members of the public, or formally constituted public groups or bodies previously registered with the Executive Head of Corporate, to ask questions of an Executive Portfolio Holder or Chairman of any Committee provided
- (a) it is relevant to some matter over which the Council has powers or duties or which specifically affects the Borough or part of it, or its residents; and
 - (b) it does not relate to planning or licensing applications or personal, exempt or confidential matters.
- 3.2 Questions will be heard in the order received. Where an individual submits more than one question for a meeting, one question of their choice will be prioritised and included in the order received, with any further questions heard after any questions received from other members of the public. Any questions that have not been heard once the thirty minutes have passed will receive a written response from the relevant Member.
- 3.3 Questions must be limited to 125 words. Any words exceeding this limit will not be published or considered as part of the question.
- 3.4 Questions that contain criticism directed at a named officer will be rejected by the Executive Head of Corporate. In such cases, the questioner will be given an opportunity to submit a revised question.
- 3.5 The Member to whom the question is directed may choose whether to answer the question orally at that time or defer for a written response within seven days. Questions and written responses will be published by 2pm on the day of the meeting.
- 3.63 The questioner will be permitted to ask a short supplementary question provided it is relevant to the original question and does not introduce a new subject matter. The Member to whom the question is directed may choose whether to answer the question orally at that time or defer for a written response within seven days.
- 3.74 Questions and responses will not be matters for debate.

- 3.85 Any person or body wishing to ask a question must submit the question in writing to the Executive Head of Corporate at least three clear working days before the Council meeting (i.e. if the meeting is on a Wednesday, the question must be received by 5 pm on the preceding Thursday).
- 3.96 If the Executive Head of Corporate decides that the proposed question does not meet the criteria in 3.1(a) and (b) above he/she will reject it and advise the questioner accordingly.
- 3.10 The Executive Head of Corporate, in consultation with the Monitoring Officer, has discretion to reject or defer a question received for a Council meeting in the pre-election period.