

## Appendix E

### Proposed Revised Rule 5 of Meeting General Procedure Rules

#### 5. Public Participation at all Public Meetings (Have Your Say!)

- (1) Any member of the public may ask a question or address a meeting on a matter which is on the agenda for the meeting or is within the terms of reference of the Cabinet, Panel or Committee except in cases where the Cabinet, Panel or Committee is acting in a quasi-judicial capacity or similar or in relation to planning applications, subject to the following procedure.
- (2) Subject to the absolute discretion of the Chairman to extend or limit the time available for public participation, a period of up to fifteen minutes shall be available at the start of a meeting for public participation on issues within the remit of the meeting not otherwise appearing on the agenda for the meeting.
- (3) Where public participation relates to an item on the agenda for the meeting, the Chairman shall invite the participation immediately prior to the consideration of the item by the meeting. The amount of time afforded to public participation on any single item shall be at the absolute discretion of the Chairman but should not normally exceed fifteen minutes.
- (4) At the absolute discretion of the Chairman the order of business for the meeting may be changed for the convenience of the public who wish to participate.
- (5) A member of the public may ask questions or make a statement for a period not exceeding three minutes. When a speaker has one minute of the allotted time remaining, a bell will be rung. At the end of the period of time, the bell will be rung again and the speaker will stop speaking whether or not the speech has been concluded.
- (6) An answer to a question posed or statement made by a member of the public may take the form of:
  1. a direct oral answer; or
  2. where the desired information is contained in a publication of the Council, a reference to that publication; or
  3. where the reply to the question cannot conveniently be given orally, a written answer which will be reported to a future meeting.
- (7) Following the conclusion of the answer the member of the public may, if they wish, have a further period of up to one minute to ask a supplementary question or comment on the answer provided. At the end of that period of time, the bell will be rung and the speaker will resume their seat whether or not their comments have been concluded. A further response to the speaker's comments may be made.
- (8) In the exercise of absolute discretion, the Chairman may disallow or terminate any public participation which is scurrilous, vexatious, improper, irrelevant or otherwise objectionable.

- (9) Public participation at meetings must be made orally at the meeting. Written statements may not be submitted instead of personal attendance and documents including photographs may not be circulated by a member of the public participating in the meeting except for a petition which may be presented to the Chairman.