

# ANNEXE 11

## EXTRACT FROM COUNCIL PROCEDURE RULES

### 10. QUESTIONS BY THE PUBLIC

#### 10.1 General

Members of the public who have a legitimate interest in the Borough, by way of work or residency, may ask ~~a~~ ~~questions of the Executive~~ at ordinary meetings of the Council, ~~Executive and Committees~~. ~~Questions by the Public will not be included as an item on agendas for Special or Extraordinary meetings. These can be informal or formal. Informal questions are asked before the start of the meeting for up to 15 minutes, including replies. No notice needs to be given.~~ The rules ~~for asking a on formal~~ questions are set out in Procedure Rules 10.2-10.87 below.

#### 10.2 Order of questions

Questions will be ~~listed asked~~ in the order notice of them was received, ~~except that the Mayor may group together similar questions.~~

#### 10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Policy and Governance no later than close of business (5.00pm), ~~7-4~~ clear working days before the day of the meeting. Each question must give the name and address of the questioner, ~~and must name the member of the Council to whom it is to be put.~~

#### 10.4 Number of questions

At any one meeting no person may submit more than 1 question and no more than 1 such question may be asked on behalf of one organisation.

~~Each question if read out must be concluded within 2 minutes, and the agenda item, including replies, will last for a maximum of 15 minutes. Any questions not reached in this time will stand referred to the next meeting (or receive a written response).~~

#### 10.5 Scope of questions

The Executive Director may reject a question if it:-

- is not a matter in relation to which the Council has powers or duties or which affects the Borough;
- is defamatory, frivolous or offensive;

- is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- requires the disclosure of confidential or exempt information;
- is not substantially in the form of a question, or the length of the preamble is disproportionate to the question.

#### 10.6 **Record of questions**

The Executive Director will immediately send a copy of the question to the Chairman of the Executive and relevant Portfolio Holder. Where the Executive Director recommends that the question be rejected, reasons for rejection will be stated.

Copies of all questions and answers will be circulated ~~to all members as part of the agenda~~ and ~~will be~~ made available to councillors and the public attending the meeting. All questions submitted will receive a prepared answer.

#### ~~10.7 **Asking the question at the meeting**~~

~~The text of all questions will be included in the agenda. The Mayor will ask the questioner if he/she wishes to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, it will be taken as read. The Mayor may indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with. The time for asking each question shall be limited to two minutes with a total time for the agenda item, including replies, of 15 minutes.~~

#### 10.87 **Reference of question to the Executive or Committee**

Unless the Mayor decides otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Executive or the appropriate named Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.