

## RULE 15

### QUESTIONS FROM THE PUBLIC

- (1) At any ordinary meeting of the Council, a member of the public may ask one question which is relevant to some matter in relation to which the Authority has functions, or which affects the area of the Authority or part of it, or the inhabitants of that area or some of them.
- (2) The question must be submitted in writing to the Chief Executive by noon 8 working days before the Council summons is published.
- (3) The Council Chair will determine which questions are to be accepted for answers at Council and which will be dealt with in other ways following consultation with the Leader, and relevant Lead Member. The Chief Executive will notify the member of public who submitted the question on whether or not their question has been selected. All the questions accepted for Council will be included on the agenda. The summons when published (5 working days before the meeting), will include the written response to the question. If the question is not to be dealt with at Council the summons will indicate how the question(s) not being dealt with at Council will be progressed.
- (4) A maximum of five questions will be allowed at each meeting. A questioners may submit one question, which will be taken as read on the summons. With the Chair's permission, the questioner may ask a supplementary question about the answer.
- (5) A written answers will be given by the Leader or by the Lead Member or by a Member nominated by the Leader/relevant Committee Chairs if that Member agrees and published in the summons.
- (6) Except in extraordinary circumstances notified to the Chair of Council prior to the meeting, other members of the public may not ask supplementary questions.

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- (a) - an oral answer lasting no more than three minutes; or¶

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- (b) - where the desired information is contained in a publication of the Council, a reference to that publication; or¶

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- (c) - where the information required can more conveniently be given in writing, a written answer; or¶

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- (d) - a combination of the above.¶