

## **MEMBER FORUM PROCEDURE RULES**

### **1. TIMING AND BUSINESS**

Immediately before each Ordinary Council meeting except the Budget Meeting, the Council will hold a Member Forum. The meeting shall be webcast.

- (a) The purpose of the Member Forum shall be to facilitate Councillors in presenting statements to and asking questions of the Mayor or in his absence the Deputy Mayor.
- (b) The Question Time will last for no more than one hour and will be subject to the Access to Information Rules applicable to meetings of the Council except as varied by these Member Forum Procedure Rules.
- (c) Subject to Council Procedure Rule 10.5 (Scope of Questions and Statements) there shall be no restriction on the subject matter of questions or statements

### **2. CHAIR OF MEETING**

The Question Time will be chaired by the Lord Mayor, or in his absence the Deputy Lord Mayor or by a member elected by the members to preside if the Lord Mayor and Deputy Lord Mayor are not present.

### **3. STATEMENTS**

Councillors may, provided they give notice in writing by electronic mail to the Proper Officer (including details of the wording of the statement, and a copy of the submission) by no later than 12 noon of the working day before a meeting, submit a statement to the Member Forum. A maximum of one minute shall be allowed for the presentation of each statement.

There shall be no debate on the statements, and the Lord Mayor shall refer them to the Mayor for consideration.

### **4. 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 proper officer by no later 5pm on the working day after publication of the Full Council papers. Each question must give the name of the questioner. Copies of all questions and answers from the Executive will be published to all members and made available to the public attending the meeting if requested by no later than noon on the day before the meeting.

### **5. ORDER OF QUESTIONS**

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

### **6. NUMBER OF QUESTIONS AND SUPPLEMENTARY QUESTIONS**

Members of Council shall be entitled to ask two questions and two supplementary questions.

A supplementary question must arise directly out of the original question or the reply

## **7. RESPONSE**

Replies to questions will be given verbally. If a reply cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting

## **8. COUNCIL PROCEDURE RULES**

The Council Procedure Rules shall apply to the Member Forum except as expressly or impliedly varied by these Member Forum Procedure Rules.