

## Appendix D – Possible Option

### **4j 1 Council meetings**

#### **4j 1.1 General**

a) Members of the public may ask questions of Members of the Cabinet or Committee Chairmen at ordinary meetings of the Council, **in relation to matters which in the opinion of the Chairman of the Council** the Council has responsibility for and/or which specifically affect the District.

b) Each speaker will be limited to two minutes in which to ask their question. Subject to the Chairman's discretion, there will be an overall limit of 15 minutes for public questions, or a total of six questions, whichever is the greater.

c) Questions can only be asked by residents of Horsham District who are identified as such from the voters list, or from anyone who satisfies the Monitoring Officer that they work wholly or in substantial part in Horsham District.

#### **4j 1.2 Order of questions**

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

#### **4j 1.3 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 Proper Officer no later than 12.00 noon **three working days before the day of the meeting** (email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)). **Each question must give the name and address of the questioner.**

#### **4j 1.4 Number of questions**

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

#### **4j 1.5 Scope of questions**

The Head of Paid Service may reject a question if it:

- a) is not about a matter for which the Council has a responsibility or which affects the District;
- b) is defamatory, frivolous or offensive;
- c) is substantially the same as a question which has been put at an ordinary or extraordinary meeting of the Council and/or a meeting or special meeting of the Cabinet in the past six months; or
- d) requires the disclosure of confidential or exempt information.

#### **4j 1.6 Record of questions**

The Head of Paid Service will immediately send a copy of the question to the Councillor to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all Councillors and will be made available to the public attending the meeting.

#### **4j 1.7 Asking the question at the meeting**

The Chairman will invite the questioner (**who must be present**) to put the question, as submitted, to the Councillor named in the notice.

#### **4j 1.8 Response to the question**

The Member responding to a question may speak for no longer than two minutes unless the Chairman consents to a longer period.

#### **4j 1.9 Supplementary question**

A speaker who has put a question may also put one supplementary question without notice to the Councillor who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The speaker will be limited to one minute in which to ask their question. The Chairman may reject a supplementary question on any of the grounds set out in 4j 1.5 above.

#### **4j 1.10 Written answers**

- a) Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Councillor to whom it was to be put, will be dealt with by a written answer.
- b) Any supplementary question which cannot be answered during the public question time, either because of lack of time, or the Member not having the knowledge or access to the information at the time, will be dealt with by a written answer.
- c) As deemed appropriate, in the absolute discretion of the person responding, answers may be given either orally or else in writing, within three working days of the relevant meeting.

#### **4j 1.11 Reference of question to the Cabinet or a committee**

Any Member may move that a matter raised by a question or supplementary question be referred to the Cabinet or the appropriate committee. Once seconded, such a motion will be voted on without discussion.

#### **4j 1.12 Statements**

Members of the public may ask questions in accordance with the rules contained in this procedure rule and are not entitled to make any statements.

#### **4j 1.13 Conflicting provisions**

The provisions contained in this procedure rule shall prevail in the event there is a conflict with other provisions contained in the constitution.

### **4j 2 Extraordinary Council meetings**

#### **4j 2.1 General**

a) Members of the public may ask questions of Members of the Cabinet or Committee Chairmen at extraordinary meetings of the Council, **in relation to matters which in the opinion of the Chairman of the Council are relevant to the business of the meeting.**

b) Each speaker will be limited to two minutes in which to ask their question. Subject to the Chairman's discretion, there will be an overall limit of 20 minutes for public questions, or a total of six questions, whichever is the greater.

c) Questions can only be asked by residents of Horsham District who are identified as such from the voters list, or from anyone who satisfies the Monitoring Officer that they work wholly or in substantial part in Horsham District.

#### **4j 2.2 Order of questions**

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

#### **4j 2.3 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 Proper Officer no later than 12.00 noon **three working days before the day of the meeting** (email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)). **Each question must give the name and address of the questioner.**

#### **4j 2.4 Number of questions**

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

#### **4j 2.5 Scope of questions**

The Head of Paid Service may reject a question if it:

- a) is not about a matter for which the Council has a responsibility or which affects the District;
- b) is defamatory, frivolous or offensive;
- c) is substantially the same as a question which has been put at an ordinary or extraordinary meeting of the Council and/or a meeting or special meeting of the Cabinet in the past six months; or
- d) requires the disclosure of confidential or exempt information.

#### **4j 2.6 Record of questions**

The Head of Paid Service will immediately send a copy of the question to the Councillor to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all Councillors and will be made available to the public attending the meeting.

#### **4j 2.7 Asking the question at the meeting**

The Chairman will invite the questioner (**who must be present**) to put the question, as submitted, to the Councillor named in the notice.

#### **4j 2.8 Response to the question**

The Member responding to a question may speak for no longer than two minutes unless the Chairman consents to a longer period.

#### **4j 2.9 Supplementary question**

A speaker who has put a question may not ask a supplementary question at an extraordinary meeting of the Council.

#### **4j 2.10 Written answers**

- a) Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Councillor to whom it was to be put, will be dealt with by a written answer.
- b) As deemed appropriate, in the absolute discretion of the person responding, answers may be given either orally or else in writing, within three working days of the relevant meeting.

#### **4j 2.11 Reference of question to the Cabinet or a committee**

Any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate committee. Once seconded, such a motion will be voted on without discussion.

#### **4j 2.12 Statements and supplementary questions**

Members of the public may ask questions in accordance with the rules contained in this procedure rule and are not entitled to make any statements or ask supplementary questions.

#### **4j 2.13 Conflicting provisions**

The provisions contained in this procedure rule shall prevail in the event there is a conflict with other provisions contained in the constitution.