

Appendix 7 - Procedure Rules relating to Shadow Authority Meetings, Committees and Sub-Committees: Meeting Procedure Rules 11A and 28

1. Members of the public may ask questions at meetings of the full Shadow Authority, Shadow Executive Committee, and Committees of the Shadow Authority. The protocol for questions is as follows:
 - (a) Subject to the requirements of this protocol, a member of the public who lives or works in the area of the Shadow Authority may submit a written question to the Leader of the Shadow Authority, a portfolio holder or the Chairman of the Shadow Authority or of a Committee of the Shadow Authority.
 - (b) A person wishing to ask a question shall submit the question in writing which must be received by the Interim/Appointed Monitoring Officer at the main office of the Shadow Authority by 10.00 am three clear working days before the meeting of the Shadow Authority at which it is to be asked. The person's name and address must be included.
 - (c) A question shall relate to Shadow Authority business, shall not normally exceed 100 words in length and shall be so framed as to elicit information rather than make a statement. No member of the public may ask more than four questions in any one financial year.
 - (d) Questions shall be printed in order of receipt and circulated to Shadow Councillors prior to the commencement of the Shadow Authority meeting. No discussion shall be allowed upon questions or answers.
 - (e) The person asking the question shall attend the meeting to read out their question, or nominate another person to read out the question on their behalf, and to hear the answer. If someone is unable to attend and fails to nominate someone to attend on their behalf, the question will not be read out, but will be responded to by way of written answer.
 - (f) If questions are unsuitable in form, frivolous, defamatory, derogatory or relate to a matter which the Shadow Authority would be likely to consider in the absence of the press and public, the Chairman of the Shadow Authority shall have the right to rule the question out of order.
2. Members of the public may make statements at meetings of the full Shadow Authority, Shadow Executive Committee, and Committees of the Shadow Authority. The protocol for statements is as follows:
 - (a) Subject to the requirements of this protocol, a member of the public who lives or works in the the area of the Shadow Authority may submit a written statement to the Leader of the Shadow Authority, a portfolio holder or the Chairman of the Shadow Authority or of a Committee of the Shadow Authority.

- (b) A person wishing to make a statement under this protocol shall submit the statement in writing which must be received by the Interim/Appointed Monitoring Officer at the main office of the Shadow Authority by midday the day before the meeting of the Shadow Authority at which it is to be raised. The person's name and address must be included.
 - (c) A statement put under this protocol shall relate to Shadow Authority business, shall not normally exceed 100 words in length.
 - (d) Statements shall be printed in order of receipt and circulated to Shadow Councillors prior to the commencement of the Shadow Authority meeting. No discussion shall be allowed upon statements.
 - (e) The person making the statement shall normally attend the meeting to read out their statement and to hear the answer. However, persons may, if they prefer, ask for an officer of the Shadow Authority to read out their statement.
 - (f) If statements are unsuitable in form, frivolous, defamatory, derogatory or relate to a matter which the Shadow Authority would be likely to consider in the absence of the press and public, the Chairman shall have the right to rule the statement out of order.
3. The time for questions and statements from members of the public shall normally commence immediately after the item 'Code of Conduct' on the Shadow Authority agenda and shall be restricted to a total of 15 minutes, or at the discretion of the Chairman of the Shadow Authority or the chairman of the meeting, provided that where a question to which an answer is to be given is not reached within the time limit, a written answer shall be provided to the questioner within two working days of the meeting and a copy e-mailed to all Shadow Councillors.