

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

RULES FOR MEMBERS OF THE PUBLIC ATTENDING COUNCIL MEETINGS (as referred to in the Standing Orders of this Council)

- 1) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- 2) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 3) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 4) If a resolution made (under item 3 above) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- 5) The period of time designated for public participation at a meeting shall not exceed 30 minutes unless directed by the chairman of the meeting.
- 6) A member of the public shall not speak for more than 3 minutes.
- 7) A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- 8) A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- 9) A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

- 10) Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 11) A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. However, a person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place, without permission.
- 12) The following motions may be moved at a meeting without written notice to the Proper Officer (following which, once seconded, a vote of the Council would then take place to determine the matter):
 - a) to extend the time limits for speaking;
 - b) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - c) to not hear further from a member of the public;
 - d) to exclude a member of the public for disorderly conduct;
 - e) to temporarily suspend the meeting;
 - f) to adjourn the meeting;
 - g) to close the meeting.

These rules are extracts from the Standing Orders of the Council approved in August 2018.