

## **Public Questions at Council Meetings**

### **This is item 8 in the Broxtowe Borough Council Constitution**

Members of the public may ask one question of the Chair of a Committee at ordinary meetings of the Council.

The total time allocated for questions by the public is limited to 15 minutes in total and no more than five minutes per question.

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

A question may only be asked if notice has been given in writing or by electronic mail to the Director of Legal and Planning Services and Monitoring Office no later than midday three working days before the day of the meeting. Each question must give the name and address of the questioner.

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

The Director of Legal and Planning services and Monitoring Officer may reject a question if it:

- a. Is not about a matter for which the Council has responsibility or which affects the Borough;
- b. Is defamatory, frivolous or offensive;
- c. Is substantially the same as a question which has been put to a meeting of the Council in the past six months;
- d. requires the disclosure of confidential or exempt information.

Copies of all questions will be circulated to all Councillors and will be made available to the public attending the meeting.

The Mayor will invite the questioner to put the question to the Councillor named in the notice. If a questioner who has submit a written question is unable to present, they may ask the Mayor to put the question on their behalf. The Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

There will be no right for a member of the public to put a supplementary question.

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.

Unless the Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.