



## **GUIDELINES FOR QUESTION TIME**

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**The process of Public Question Time will run smoothly when the following guidelines are observed:**

1. A written copy of the question may be presented to Council before or during the meeting – this greatly assists in the accurate recording of the matter, especially if the question is long or complex.
2. The period is to be restricted to the asking of questions and cannot be used to make speeches or raise complaints. The presiding member will automatically disallow inappropriate questions or statements.
3. Questions are to be directed to Council and not any individual Councillor or officer.
4. If you have several questions, please ask them separately and allow a pause between each so that a response can be made.
5. As a guideline, any individual person will be limited to a maximum of 3 questions and a maximum time of 3 minutes for any one-time allotment. Should you have more questions to ask, the presiding member may note your further questions and place you at the end of the queue for persons asking questions, at which time you will be asked to resume your seat in the gallery.
6. The presiding member of the Council meeting is usually the Mayor who should be referred to as “Your Worship”.
7. When asked to come forward to present a question, you should approach the lectern at the front of the Chambers and address the Council in a clear voice, speaking slower than normal so that everyone can hear what you are saying.

**A MINIMUM PERIOD OF 15 MINUTES WILL BE ALLOWED FOR QUESTIONS AFTER WHICH THE CHAIRMAN MAY ELECT TO CLOSE THE SESSION. AS A GUIDE, A MAXIMUM PERIOD OF 30 MINUTES WILL BE ALLOWED FOR QUESTION TIME.**

**PLEASE NOTE THAT COUNCIL IS NOT OBLIGED TO RESPOND TO QUESTIONS WHICH DO NOT RELATE TO COUNCIL MATTERS, OR, IN A SPECIAL MEETING, TO MATTERS NOT RELATED TO THE PURPOSE OF THE MEETING**

**THANK YOU FOR YOUR INTEREST IN COUNCIL**