

**Public Forum as provided in Appendix F of the Model Standing Orders 9202:2003
amended by Council resolution 30 October 2009**

Standing Orders on Public Forum	
F1	<p><u>Public forum</u></p> <p>A period of up to 30 minutes, or such other time as the local authority may determine, will be set aside for a public forum at the commencement of the Council's meetings which are open to the public. Each speaker during the public forum may speak for five minutes. The chair has the ability to limit any speaker who is repeating an earlier speaker at the same public forum.</p>
F2	<p><u>Time extension</u></p> <p>Standing Orders may be suspended on a vote of not less than 75% of those present, to extend the period of public participation or the period any speaker is allowed to speak.</p>
F3	<p><u>Subjects of public forum</u></p> <p>The public forum (and those speaking during it) may address any subject which is within the Council's committee's terms of reference, provided the matter is not sub judice. The subject does not need to be a matter on the meeting Order Paper.</p> <p>NOTE: The public forum procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity.</p>
F4	<p><u>Questions of speaker during public forum</u></p> <p>With the permission of the chairperson, members may ask questions of speakers during the period reserved for public forum. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.</p>
	<p><u>Notification of Intention to Speak</u></p> <p>Prior notification of intention to speak and the subject(s) is required by 4 pm on the working day before the meeting, either by telephone, or in writing (e.g. email, fax or letter) to the Executive Officer.</p>
F5	<p><u>Decisions at public forum</u></p> <p>The only decision which may be made at public forum is to request the Chief Executive to investigate and report back to a subsequent meeting.</p>
F6	<p><u>Public Forum Etiquette</u></p> <p>No speaker at a public forum is allowed to spend their time criticising Elected Members or Staff.</p>