

Appendix A – Tracked changes to Section 3 – The Council, paragraph 3.19, Questions by Members

3.19 Questions by Members

3.19.1 A Member of the Council may ask the Leader or Chairman of a Committee any question without notice upon an item of the report of the Executive or a Committee or statement by the Leader when that item is being received or under consideration by the Council.

3.19.2 A Member of the Council may ask:

- (a) the Chairman;
- (b) the Leader;
- (c) a Member of the Executive; or
- (d) the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the council has powers or duties or which affects the district.

3.19.3 A Member of a Committee or Sub-Committee may ask the Chairman of it a question on any matter in relation to which the council has powers or duties or which affect the district and which falls within the terms of reference of that Committee or Sub-Committee.

3.19.4 A Member may only ask a question under paragraph 3.19.2 or 3.19.3 if either:

- (a) they have given notice in writing of the question to the Head of Legal and Democratic Services, which has been received not later than midday, three working days before the meeting; or
- (b) the question relates to urgent matters, they have the consent of the Chairman to whom the question

is to be put and the content of the question is given to the Head of Legal and Democratic Services by midday on the day of the meeting.

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

3.19.6 A Member may ask only two questions under 3.19.2 or 3.19.3 except with the consent of the Chairman of the Council, Committee or Sub-Committee.

3.19.7 The Head of Legal and Democratic Services may reject a question if it:

(a) is not about a matter for which the council has a responsibility or which affects the district;

(b) is defamatory, frivolous or offensive;

(c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

(d) contravenes the rules around the Pre-Election Period" of Sensitivity, where such rules are in place from time to time

3.19.~~87~~ A Member asking a question under 3.19.2 and 3.19.3 and a Member answering such a question shall ensure that the question and the reply is succinct.

3.19.~~98~~ The time allowed for consideration of any questions submitted under 3.19.2 shall not exceed 15 minutes unless the Chairman consents to a longer period.

3.19.~~109~~ Any remaining questions shall be responded to in writing before the next Ordinary Meeting of the Council. Any

answers which cannot be given during the meeting due to lack of time will also be summarised in a supplementary document to be published as soon as practical after the meeting.

- 3.19.1~~10~~ Every question on notice will be answered without discussion. The Member who is asked the question on notice may ask another Member to answer. An answer may take the form of:
- (a) a direct oral answer;
 - (b) where the desired information is in a publication of the council or other published work, a reference to that publication;
 - (c) a written answer circulated later to the questioner; or
 - (d) a combination of any of the above
- 3.19.1~~24~~ If the Member who gave notice of a question is not present at the meeting, the question shall be noted and the Member to whom the question was asked shall reply.
- 3.19.1~~32~~ A Member asking a question under paragraph 3.19.2 or 3.19.3 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply. The Chairman has the right to prevent any Members from asking a protracted supplementary question or giving a protracted answer.
- 3.19.1~~43~~ If the Member who gave notice of a question is not present at the meeting, there will be no supplementary question after the Member to whom the question was asked has given their response.

