
Extract from Local Law No. 7

**“Meetings Procedure and use of Common Seal”
relating to Question Time at Council Meetings**

81. Question Time

- (1) There shall be question time at every Ordinary Meeting to enable the general public to submit questions to Councillors or members of Council staff.
- (2) Up to fifteen (15) minutes will be allowed for the answering of all questions.
- (3) Upon expiration of fifteen (15) minutes, any unanswered questions will be answered the day after the Council Meeting by means of letter.
- (4) A person must not submit more than two questions to a Council Meeting.
- (5) Where questions are divided into parts, each part will be considered a separate question.
- (6) Questions will only be accepted in the format of the prescribed form as detailed in Appendix 1. Public Question Time Forms are available from the City Offices, Customer Service Centres and may be downloaded from Council’s website.
- (7) Questions are to be submitted to the Chief Executive Officer at the Civic Centre no later than 12noon on the day of the Council Meeting.
- (8) The Chairman may disallow any question on the ground that it is repetitive of a question already asked, either at the current Council Meeting or previous Council Meeting, objectionable, irrelevant, raises an issue of a confidential nature or is asked to embarrass either a Councillor or member of Council staff.
- (9) Council will not deal with a question if the person who submitted the question is not present during question time.
- (10) The Chairman will nominate the appropriate Councillor or member of Council staff to answer the question.
- (11) (a) A Councillor or member of Council staff may take a question on notice, in which case he or she will provide an answer by letter; and
(b) Copies of any letter provided under sub-clause (a) must be provided to all other Councillors.
- (12) A Councillor may, at his or her discretion, seek additional information from the Chief Executive Officer to assist in the answering of a question at the meeting.
- (13) No debate or discussion of questions or answers is permitted.