

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

RULES FOR MEMBERS OF THE PUBLIC ATTENDING COUNCIL MEETINGS – EXTRACTS FROM THE STANDING ORDERS AS ADOPTED JUNE 2020.

1. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution (a decision approved by the Council) which shall give reasons for the public's exclusion. This rule also applies to the Press. If the necessity for excluding the public and press is known in advance, this, together with the reasons for so doing, will be stated in the Agenda. If the need only becomes apparent during a meeting, the Chairman will propose that such an exclusion is made (and provide the reasons for so doing) at the time. In both instances the approval of the Council will be needed before the exclusion is implemented.
2. Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend, in respect of the business on the agenda. The total period of time for public participation at a meeting shall not exceed 30 minutes, and any individual member of the public shall not speak for more than 3 minutes in total, unless these periods are extended at the discretion of the Chairman of the meeting. Where a member of the public believes that the points which they wish to make will take in excess of 3 minutes, they should provide a written outline of these points to the Clerk for circulation to the Councillors, no later than one clear day before the meeting.
3. In accordance with item 2 above (Standing Order 1.e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given at a later date.
4. A person shall raise their hand when requesting to speak and wait for the Chairman of the meeting to give permission before speaking. All comments should be directed to the Chairman of the meeting. If more than one person wishes to speak, the Chairman of the meeting shall direct the order of speaking.

5. Subject to item 6 below (Standing Order 3.i), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. The person ‘reporting’ on the meeting is expected to notify the Chairman prior to commencement of the ‘reporting’, so that Councillors and other persons present can be made aware.
6. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. Permission will be withheld if the oral report or commentary is likely to disrupt the meeting.
7. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
8. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may propose that the person be no longer heard or be excluded from the meeting. The proposal shall be put to the vote without discussion.
9. If an approved decision made under item 8 (Standing order 1.u) is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
10. As indicated in Standing Order 3.g during a meeting the following matters (being those relevant to public participation at Council meetings) can be proposed by the Chairman or any Councillor and approved by the Council;
 - i. to extend the limits for public participation;
 - ii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - iii. to not hear further from a Councillor or a member of the public;
 - iv. to exclude a Councillor or member of the public for disorderly conduct;
 - v. to temporarily suspend the meeting;
 - vi. to adjourn the meeting;
 - vii. to close the meeting.