

## **Community Council Procedure Rules for deputations**

### **Summary:**

#### **Who may request a deputation?**

Deputations can only be made by a group of people resident or working in the community council area.

#### **Composition of deputation**

The deputation shall consist of no more than six persons, including the spokesperson.

#### **Speech on behalf of deputation**

Only one member of the deputation shall be allowed to address the meeting, her or his speech being limited to five minutes.

#### **Questions to the deputation and time limit**

Councillors may ask questions of the deputation, which shall be answered by their spokesperson or any member of the deputation nominated by her or him for up to five minutes at the conclusion of the spokesperson's address.

#### **Debate on deputations**

If more than one deputation is to be heard in respect of one subject there shall be no debate until each deputation has been presented. At the conclusion of the deputation(s) the chair will seek the consent of councillors to debate the subject. Councillors may move motions and amendments without prior notice if the subject does not relate to a report on the agenda. The meeting can decide to note the deputation or provide support if requested to do so. The community council shall not take any formal decision(s) on the subject raised unless a report is on the agenda.

#### **Formal communication of the meeting's decision**

The monitoring officer shall, in writing, formally communicate the decision of the meeting to the person who submitted the request for the deputation to be received.