

Speaking During Meetings

The public is welcome to attend all publicly-notified QLDC Council, Community Board and Committee meetings. All Council meetings follow rules known as *standing orders* which allow for you to speak during a section of the meeting called *public forum*.

Public forum happens at the start of every meeting and is part of the formal agenda. The Chair will ask if anyone wishes to speak and you should indicate your desire to do so by raising your hand. There are rules that you will need to adhere to if you wish to speak and we have outlined these here:

- A total maximum of 30 minutes is allocated for public forum, during which you will be able to speak for a maximum of three minutes.
- The Chair will call speakers up one by one. You are welcome to sit at the table to address the meeting.
- Clearly state your name and the item or topic you wish to speak to (this will be recorded in the minutes by the Governance Advisor).
- If you are reading from notes or a written speech, the Governance Advisor administering the meeting may ask for a copy for the records.
- If you wish to provide Councillors with supporting documents, please hand these to the Governance Advisor to distribute on your behalf.
- Councillors may ask questions about your presentation but this is in addition to your three minutes speaking time.
- You may not speak on a topic where you have taken part in a statutory process for engaging in submissions and evidence. This means that if you have participated in a defined submission and hearings process (such as District Plan changes) that involves Council or a third-party decision-maker, you may not discuss your submission in public forum.
- Topics in public forum must fall within the terms of reference of that meeting. Please see www.qldc.govt.nz/committees for a description of the activities each committee covers.
- As meetings are open to the public, **there may be media present**. Members of the media may approach you with questions after you have spoken.
- After you have spoken you are welcome to stay and listen to the rest of the public parts of the meeting. You will be notified by the Chair if agenda items are to be addressed with the public excluded and asked to leave the room.
- **The public is not allowed to take part in discussions outside of the public forum section of the meeting**

If you have any questions prior to the meeting starting, please feel free to approach the Governance Advisor or email governance@qldc.govt.nz. They will be sitting to the side of the Chair with a laptop at the table and they are happy to advise you on the meeting procedure and answer any questions.

