

**ATTACHMENT ONE**

**MOTION TO CHANGE ORDER OF BUSINESS**

**ELECTED MEMBERS QUESTIONS (WITH AND WITHOUT NOTICE)**

**Rules for Elected Members Question Time (With and Without Notice)**  
**Questions with Due Notice**

Any member desiring to ask a question at any meeting shall direct the question to the Mayor and shall give notice thereof in writing to the Chief Executive Officer at least forty eight hours before the hour fixed for the meeting. Both the question and the answer shall be recorded in the minutes.

Every question and answer shall be submitted as briefly and concisely as possible and no discussion shall be allowed thereon.

**Questions without Due Notice**

Any member may ask questions without due notice when that member believes such questions, and receiving a reply to the questions, will assist the Council or committee to be better informed regarding any issue which is the business of Council or that committee.

Questions without due notice may be refused by the Chairman, or taken on notice, unless the meeting decides otherwise.

## **ATTACHMENT TWO**

### **SECOND PUBLIC QUESTION/STATEMENT TIME**

#### **Rules for Second Public Question/Statement time**

At the end of each Council meeting, committee meeting, or briefing session, where the public are allowed to attend, an additional segment of 15 minutes question/statement time shall be allowed to permit the public to ask questions, or make comment on decisions made at that meeting, or items listed on the agenda for that meeting or briefing session.

Questions shall be dealt with according to the Local Government Act, Regulations and the Standing Orders.

Only the names, addresses of the persons making a statement and the item number and heading of the item shall be recorded in the minutes of the meeting.