

Appendix C

3. Principles Governing Public Questions and Statements

3.1 Advance Notice:-

- 3.1.1 Advance notice of questions, statements or deputations must be submitted in writing to the Monitoring Officer a minimum of 2 clear working days before the meeting;
 - Deleted:** need not
 - Deleted:** but
 - Deleted:** if notice has been given, it will be easier to give a more detailed reply
- 3.1.2 Persons wishing to speak must arrive no later than 15 minutes before the start of the meeting and complete a form indicating their wish to speak; and
 - Deleted:** However p
- 3.1.3 It is recommended that speakers are present at the start of the meeting.
 - Deleted:** Where a speaker has given advance notice,
 - Deleted:** i
 - Deleted:** he/she be
 - Deleted:** , since the timing of individual agenda items cannot be predicted