

Item 10 Recommendations from Constitution Advisory Group

Replacement Appendix C

3.1 Advance Notice:-

- 3.1.1 Advance notice of questions, statements or deputations should be submitted in writing to the Monitoring Officer a minimum of 2 clear working days before the meeting to enable an answer to be given at the meeting. If no advance notice is given of a question, a written answer may be provided after the meeting.
- 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
- 3.1.3 It is recommended that speakers are present at the start of the meeting, since the timing of individual agenda items cannot be predicted.