**Standing Orders on Public Participation at Council Meetings**

*The Council welcomes communications from residents at any time but where members of public wish to attend a Council meeting there are standing orders that afford a degree of formality to the way business is conducted during the meeting.*

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| 1. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion. 2. Members of the public may write to the Council prior to the meeting to make representations, answer questions and give evidence at a meeting. This will be included in the business on the agenda and members of public are entitled to attend in respect of the business on the agenda. 3. Members of the public have no legal right to speak at meetings of the Council. However, Marshfield Community Council as part of its community engagement, sets aside time for public participation at meetings which appears as an agenda item for all Community Council meetings. It is held after declarations of interest so that everyone is aware if a Member has a prejudicial interest. |
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| 1. The period of time designated for public participation at a meeting in accordance with standing order (c) above **shall not exceed 20 minutes** unless directed by the chairman of the meeting. |
| 1. Subject to standing order (d) above, **a member of the public shall not speak for more than 5 minutes.** |
| 1. In accordance with standing order (c) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. |
| 1. The chairman of the meeting may require a person to stand when speaking (except when a person has a disability or is likely to suffer discomfort). |
| 1. A person who speaks at a meeting shall direct his comments to the chairman of the meeting. |
| 1. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking. |