



PUBLIC FORUM GUIDELINES

Here are a few guidelines to help you with your presentation to the Public Forum:

- You are allocated up to 5 minutes speaking time, depending on the numbers of submitters wishing to speak at the public forum. This is at the discretion of the chairperson.
- You will be contacted after the close of deadline (24 hours before the meeting) to advise your participation and speaking time allocated.
- At the end of your oral submission, you may be asked questions by the elected members. The questions will be confined to obtaining information or clarification on matters raised.
- This is not a debate but a question and answer time.
- You are required to be respectful at all times.

Please Note: The Mayor/Chairperson has the discretion to decline or terminate a presentation at any time where:

- The views of an earlier speaker are being repeated.
- The speaker is criticising elected members and/or staff.
- The speaker is being repetitious, disrespectful or offensive.
- The speaker has previously spoken on the same topic.
- The matter is subject to legal proceedings.
- The matter is subject to a hearing.

