

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL CONSTITUTION

board, group committee, or panel at which the appointment of staff is being considered or a meeting of a quasi judicial nature.

- 4.3 Rule 10 – questions by the public shall apply to the Policy Development Group.

5. NOTICE OF AND SUMMONS TO MEETINGS

- 5.1 The Chief Executive or other authorised officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least 5 clear days before a meeting, the Chief Executive or other authorised officer will send a summons signed by him or her by post to every member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available. Clear days excludes the day of the meeting, the day on which the meeting is called, weekends and bank holidays.

6. CHAIRMAN OF MEETING

- 6.1 The person presiding at a meeting of the Council may exercise any power or duty of the Chairman. Where these rules apply to meetings of boards or committees, references to the Chairman also include the Chairmen of boards or committees.

7. QUORUM

- 7.1 Subject to any specific statutory requirement, the quorum of a meeting will be one quarter of the whole number of members or three voting members, whichever is the greater. If a quorum is not reached 15 minutes after the time appointed for the start of the meeting, the meeting will stand adjourned. During any meeting if the Chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

8. DURATION OF MEETING

- 8.1 All meetings of the Council will end after it has sat for three hours, except that an extension may be agreed by resolution to extend the meeting for no more than half an hour.

9. ~~SMOKING AT MEETINGS~~ RECORDING MEETINGS

- 9.1 ~~Smoking will not be permitted at any meeting of the Council.~~

Members of the public and press may film, photograph or make sound recordings etc of proceedings at council meetings in accordance with the

[Openness of Local Government Bodies Regulations 2014 and the Council's adopted recording protocol.](#)

10. QUESTIONS BY THE PUBLIC

10.1 General. Members of the public may ask questions of members of the Cabinet at ordinary meetings of the Council.

10.2 Order of Questions. Where provision is made for questions by the public at a Council meeting, a maximum of thirty minutes will be allowed for the questions and answers. Questions will be asked in the order of which notice of them was received, except that the Chairman may group together similar questions. The Chairman will decide the time allocated to each question.

10.3 Notice of Questions. A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Legal and Support Services no later than midday three clear days before the day of the meeting. Each question must give the name and address of the questioner and must name the member of the Cabinet to whom it is to be put.

10.4 Number of Questions. At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of any one organisation.

10.5 Scope of Questions. The Head of Legal and Support Services may reject a question if it:

is not about a matter for which the local authority has a responsibility or which affects the district;

is defamatory, frivolous or offensive;

is substantially the same as a question which has been put at a meeting of the Council in the past six months;

requires the disclosure of confidential or exempt information;

relates to a planning application.

If a question is rejected the person who submitted it will be notified in writing before the meeting and given the reasons for the rejection.

10.6 Record of Questions. The Head of Legal and Support Services will enter each question in a book open to public inspection and will immediately send a copy of the question to the Cabinet member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be