

Council Meeting Procedure Rules (extract)

Rule No. 10 - Questions

- 10.1 A Member of the Council may ask a question as part of a debate where the matter under discussion is one for decision by the Council, but this shall not relate to resolved decisions that have been made by Committees under delegated powers.
- 10.2 A Member of the Council may, on giving at least ~~two~~ three clear working days notice (excluding the day the question is submitted, the day of the Council meeting, weekends and bank holidays) in accordance with Procedure Rule 11.3 in writing to the Proper Officer, ask the Chair of any Committee or the Leader/Cabinet Member within whose province the matter falls, any question relating to decisions of the Cabinet, Portfolio Holder, Scrutiny Panel or any Committee. By way of an example where Full Council meetings take place on a Wednesday, the question should be submitted by the end of the previous Thursday.
- 10.3 Every question asked under Procedure Rule 10.2 above shall be put and answered without discussion, but the Member asking the question may put up to two supplementary questions arising out of the answer he/she has been given to his/her original question.
- 10.4 The Member to whom the question or supplementary is put may:
- (a) answer the question orally and directly;
 - (b) by reference to published material;
 - (c) in writing which shall be circulated to all Members by 11.00am on the day of the Council meeting-
- 10.5 A supplementary verbal question may either be given a verbal answer at the meeting or may be given a written reply after the meeting, which will in that case be circulated to all Members.
- 10.6 Notwithstanding this procedure rule a Member may at any time submit a question in writing to the Leader of the Council or other Cabinet portfolio holder in respect of their area of responsibility for which a written response will ordinarily be provided within three clear days (excluding weekends and bank holidays).