



# **Llanharan Community Council**

**A protocol for allowing members  
of the public to address meetings  
of the Council, it's committees  
and sub committees**

## **Foreword:**

To keep in line with the Council's policy for allowing members of the public to address the Council regarding matters on the agenda.

## **The Protocol:**

1. After the publication of the agenda a member of the public will need to notify the Clerk in writing or verbally, at least 24 hours before the appropriate meeting that they would like to address that meeting on a matter(s) that is on the agenda of that meeting. The member of the public will be required to give a brief description of what their address relates to.
2. If it is matter of urgency, i.e. a matter that has come to light within the last 24 hours before the meeting, then the member of the public must notify the Clerk prior to the commencement of the meeting of their desire to address the meeting, what item on the agenda they will be addressing and give a brief description of what their address relates to. It will be at the Chair's discretion as to whether this will be allowed.
3. At the start of the meeting the Chair will ask the appropriate members of the public to speak on the matter(s) they have previously indicated, one at a time, for maximum duration of 3 minutes total (irrespective of the number of matters that have concerns) and the Chair will remind the member of the public that there will be NO opportunity to speak later. No other member of the public will be allowed to speak on the same matter(s) unless they have indicated a desire to do so by following paragraphs 1 or 2 of this protocol
4. If one member of the public who has been given permission to speak is repeating what another member has previously stated, the Chair can, at her/his discretion, stop the address.
5. During the course of the meeting, if a member of the public tries to speak or tries to attract the Chairs attention, the Chair will remind them that their chance to address the meeting has passed and that they will not be able to speak.
6. If a member of the public continues to speak out and does not take the Chair's instruction, the Chair will call the meeting to adjournment. The meeting will only recommence when the member of the public agrees not to speak anymore or leaves the room.
7. At the point where the member(s) of the public disagrees or will not be quiet the Chair will continue with the adjournment and ask the members of public to leave the premises. The Councillors will remain seated.
8. If the member(s) of the public agree to remain silent or leave the meeting, The Chair will at her/his discretion, reconvene the business.
9. This protocol may be suspended at any time, solely at the discretion of the Chair.