



## **SETC Policy for the Management of Public Participation at Council and Council Committee Meetings**

All 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.

Where the press and public have been provided with a public participation session at the particular meetings (as detailed on the meeting agenda) the following will apply:

- a Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend on any agenda item or matter for which they have concern(s).
- b The period of time designated for public participation at a meeting in accordance with (a) above shall not exceed 20 minutes unless directed by the chairman of the meeting.
- c Members of the public wishing to speak will be respectful of the time limitations and the Chairman will make them aware others wishing to speak
- d A question shall not necessarily 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.
- e A person shall raise his hand when requesting to speak and wait to be invited to speak by the Chairman
- f A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- g 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.

