

# **Open Forum Rules of Participation**

**Malpas Parish Council welcomes public attendance at all meetings.**

**However there are some simple rules that apply.**

**The following is an extract of our Standing Orders:-**

Parish Council meetings are open to members of the public.

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda **only** during the Open Forum part of the meeting only unless they are given dispensation by the Chairman.

The following rules of participation apply during the Open Forum part of the meeting:-

- The period of time for the Open Forum is at the Chair's discretion.
- Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.
- A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- The Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- Anybody speaking at a meeting shall address their comments to the Chair.
- Only one resident or councillor is permitted to speak at a time.
- If more than one resident or councillor wishes to speak, the Chair shall direct the order of speaking.