

## ANNEX D

### QUESTIONS FROM MEMBERS OF THE PUBLIC

10. (a) Subject to rules as set out in Standing Orders members of the public may ask questions at ordinary meetings of the NWIFCA, at the discretion of the Chairman.
- (b) Except in special circumstances notice of questions must be given to the Clerk in writing either by post or electronically 2 clear working days before the day of the meeting. Each question must give the name and address of the questioner and copies of all questions will be tabled for members and made available to the public attending the meeting. Written questions shall be limited to a maximum of 50 words. Rejected questions will include reasons for rejection.
- (c) No person or organisation may submit more than three questions to any one meeting.
- (d) The Chairman will invite the questioner to put the question to the NWIFCA. If the questioner is unable to be present they may ask the Chairman to put the question on their behalf.
- (e) The right for a member of the public to speak at any meeting of the NWIFCA shall be at the sole discretion of the Chairman. Questions shall be relevant to agenda items and matters raised at that meeting. Members of the public shall not be permitted to vote.
- (f) The Chairman has authority to terminate any question from the public if he considers it is not relevant to the subject matter of the agenda or the speaker is becoming abusive or disruptive.
- (g) Public speaking will be limited to 3 minutes per speaker and a total of 10 minutes unless the Chairman agrees a longer period.