

## Asking Questions At Meetings

### Public Question Time

At Crawley, we want people to be involved in the democratic process - at the ballot box, through consultation and by asking questions at committees.

### Public Speaking at an Ordinary Meeting of the Overview and Scrutiny Commission

- (1) At the beginning of every ordinary meeting of the Commission, there will be a public question time.
- (2) During public question time, a member of the public may ask a question which is relevant to any item on the agenda, a scrutiny panel or potential review. The question must not relate to an individual case which should be dealt with under the Council's complaints procedure or any other formal appeals procedure.
- (3) The Chair of the Commission at his/her discretion may answer the question or invite other Members or employees to respond.
- (4) Members of the public do not need to give prior notice of their questions. They may signify their wish to ask a question by raising their hand.
- (5) After the question has been answered, the person asking the question may ask one supplementary question.
- (6) The duration of question time will be a maximum of 15 minutes. It may be extended at the Chair of the Commission's discretion.

For more information please contact Democratic Services on **01293 438967** or email [democratic.services@crawley.gov.uk](mailto:democratic.services@crawley.gov.uk)