



## Deputation Guidelines

### The Procedures for the conduct of Deputations are as follows:

1. A person or persons wishing to appear as a deputation at a meeting must deliver (to the principle office of the Council) a written request to the Council by 12noon on the day of the meeting, if the deputation relates to a matter of business on the Agenda.
2. If the matter is not already listed on the Agenda, then the written request must be received at the principle office of the Council, five (5) days prior to the day on which the meeting is scheduled.
3. This will enable staff to liaise with the Mayor, prior to the Agenda for the meeting being distributed. A notation should appear on the agenda for the meeting in relation to the deputation. The Mayor may refuse to allow the deputation to appear at a meeting or may offer those requesting a deputation the opportunity to appear at a relevant Committee. If the Mayor refuses to allow a deputation to appear at a meeting, the Mayor must report the decision to the next meeting of the Council. The Council may resolve to allow a deputation to appear despite a contrary ruling by the Mayor. A person or persons appearing as a deputation will be allowed to speak on an issue for a maximum of 5 minutes. The Mayor may allow for additional time or speakers.

### Changes to previous guidelines

At the February 2020 Council meeting, Council resolved (C20022) in part:

That the following changes be made to the Code of Practice – Formal Proceedings of Council and Committee Meetings:

- a) Removal of section 4.20 "Community Representations (Public Forum)".
- b) That section 4.18 "Deputations" be changed from limiting three deputations in total per meeting to now be five deputations per meeting (to allow for additional speakers in the absence of the forum), and that the 10 minute time limit be reduced to 5 minutes.