

### CURRENT CONSTITUTION (COUNCIL PROCEDURE RULES)

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#### 2. ORDINARY MEETINGS

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(v) receive questions from, and provide answers to, the public and members of the Council in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;

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(vi) receive reports from the Leader of the Council on the appointment of a Deputy Leader, the Cabinet, Cabinet Committees, Responsibilities of Cabinet members, appointments to outside organisations which are the responsibility of the Executive and delegation of Cabinet functions to officers;

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#### 12. QUESTIONS BY MEMBERS

##### 12.1 On Reports of the Executive or Committees

A member of the Council may ask the Leader, or the Chairman of Overview and Scrutiny or a Portfolio Holder any question without notice on an item of the report of the Executive or a Committee when that item is being received or under consideration by the Council.

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##### 12.6 Questions without notice at full Council

A member of the Council may ask the Leader, Chairman of Overview and Scrutiny or any member of the Cabinet any question without notice on any non-operational matter in relation to which the Council has powers or duties or which affect the administrative area covered by the (Epping Forest District Council) or part of it or the inhabitants of that area or some of them, or which relates to a written response given by the Leader, Chairman of Overview and Scrutiny Committee or a member of the Cabinet.

##### 12.7 Response to a question without notice

An answer to a question without notice may take the form of:

(a) direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;

(b) direct oral answer from the Chairman of the Overview and Scrutiny Committee or, at their request, from another member dealing with that issue as part of an Overview and Scrutiny review;

(c) where the desired information is in a publication of the Council or other published work, a reference to that publication;

(d) where the reply cannot be conveniently be given orally, a written answer circulated later to the questioner; or

(e) where the question relates to an operational matter, the Leader, Chairman of Overview and Scrutiny Committee or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

### **12.8 Limit on the Time for Questions**

A time limit of 20 minutes shall be set for questions under Rule 12. Any question which cannot be dealt with within the time available will receive a written reply.