

13. QUESTIONS

Members may at any ordinary meeting put a question to the Chairman concerning any matter relevant to the role or function of the Community Board concerning any matter that does not appear on the order paper. All questions are subject to Standing Orders 4.1.1 to 4.1.5 as follows:

- 4.1.1 Any member of the local authority may at any ordinary meeting of the local authority at the appointed time, put a question to the Chairperson, although the Chairperson of the local authority to the Chairperson of any standing or special committee, or to any officer of the local authority concerning any matter that does not appear on the order paper, nor arises from any committee report or recommendation submitted to that meeting (see 2.23.1 regarding qualified privilege).
- 4.1.2 Before putting a question, a member shall, in the first instance, endeavour to obtain the relevant information from the appropriate local authority officer of the Chairperson of the committee concerned. In the event of the information sought not being forthcoming, or the member not being satisfied with the answer, the member then has the right to raise the matter by way of a question at an ordinary meeting of the local authority, provided that the Chairperson may refer a question to an appropriate committee.
- 4.1.3 Wherever applicable, such questions shall be in writing and handed to the Chairperson prior to the commencement of the meeting at which they are to be asked.
- 4.1.4 If an answer to the question cannot be given at that meeting it shall, at the discretion of the Chairperson, be placed on the order paper for the next local authority meeting.
- 4.1.5 Questions and answers shall be submitted as briefly and concisely as possible. No discussion shall be allowed upon any question or upon the answer.