

# Speaking During Meetings

The public is welcome to attend all publicly-notified QLDC Council, Community Board and Committee meetings. All Council meetings follow rules known as *standing orders* which allow for you to speak during a section of the meeting called *public forum*.

Public forum happens at the start of every meeting and is part of the formal agenda. Anyone who wishes to speak in the public forum is required to register with the governance team at least 3 hours before the meeting starts if the meeting falls in the morning or 2 hours before the meeting starts if the meeting falls in the afternoon. You can do this either by telephoning 03 441 0499 (Tāhuna Queenstown); 03 443 0024 (Wānaka) or by filling out a [registration form](#). The Chair will invite speakers to the table and you are asked to sit where you can easily speak into the microphone.

The public forum has some rules that you will need to observe whilst speaking and these are outlined here:

- A total maximum of 30 minutes is allocated for public forum, during which you will be able to speak for a maximum of three minutes. The Mayor or Chair observes this time limit and will warn you when you should start wrapping up what you are saying.
- Clearly state your name and the item or topic you wish to speak to (this will be recorded in the minutes by the Governance Advisor).
- If you are reading from notes or a written speech, the Governance Advisor administering the meeting may ask for a copy for the records.
- If you wish to provide Councillors with supporting documents, please hand these to the Governance Advisor to distribute on your behalf.
- Councillors may ask questions about your presentation but this is in addition to your three minutes speaking time.
- You may not speak on a topic where you have taken part in a statutory process for engaging in submissions and evidence. This means that if you have participated in a defined submission and hearings process (such as District Plan changes) that involves Council or a third-party decision-maker, you may not discuss your submission in public forum.
- Topics in public forum must fall within the terms of reference of that meeting. Please see [www.qldc.govt.nz/committees](http://www.qldc.govt.nz/committees) for a description of the activities each committee covers.
- As meetings are open to the public, **there may be media present**. Members of the media may approach you with questions after you have spoken.
- After you have spoken you are welcome to stay and listen to the rest of the public parts of the meeting. You will be notified by the Chair if agenda items are to be addressed with the public excluded and asked to leave the room. Public excluded items happen at the end of the meeting and **after** all the public items have been dealt with.
- **The public is not allowed to take part in discussions outside of the public forum section of the meeting**

If you have any questions prior to the meeting starting, please feel free to approach the Governance Advisor or email [governance@qldc.govt.nz](mailto:governance@qldc.govt.nz). They will be sitting to the side of the Chair with a laptop at the table and they are happy to advise you on the meeting procedure and answer any questions.