



BY A RESOLUTION OF THE HARBOUR BOARD DATED 23RD JUNE 2014, PART 5 SECTION 1 PARAGRAPH 8 OF THE LITTLEHAMPTON HARBOUR BOARD CONSTITUTION WAS AMENDED TO READ AS FOLLOWS:

8. QUESTIONS BY THE PUBLIC AND PETITIONS

8.1 General

Members of the public may ask questions of Members and officers of the Harbour Board at meetings of the Harbour Board. The time for questions from the public will be limited to a total of 15 minutes save that the Chairman may extend the time at his discretion. Members of the public are encouraged to give written notice of their questions prior to the meeting.

8.2 Order of Questions

Questions will be asked in the order in which they are received, but:-

- the Chairman may group together similar questions and
- a member of the public may only ask a question regarding one subject at a time. Other members of the public will be invited to ask questions and only if there is sufficient time left remaining will the original questioner(s) be entitled to ask further questions.

8.3 Scope of Questions

The Clerk and/or Chairman may reject a question if it:

- is not about a matter for which the Harbour Board has a responsibility or which affects the jurisdiction of the Harbour Board,
- is, or in his/her opinion may be, defamatory, frivolous or offensive,
- is substantially the same as a question which has been put at a meeting of the Harbour Board in the past six months or would lead to the disclosure of Confidential or Exempt information.

8.4 Asking the Question at the Meeting

8.4.1 The Chairman will invite the questioner to put the question. The Chairman may invite a Member or Officer of the Board other than any that may be named or referred to in the question to respond to the question.

8.4.2 At the discretion of the Chairman, a questioner may ask a supplementary question in order to further clarify an answer given by a Member or Officer. Questions which cannot be dealt with fully during the session will be dealt with under the provisions of 8.5.

8.4.3 If a questioner who has submitted a written question is unable to be present, he may ask the Chairman to put the question on his/her behalf. The Chairman may:

- ask the question on the questioner's behalf
- indicate that a written reply will be given or
- decide, in the absence of the questioner, that the question will not be dealt with.

8.4.4 If a questioner who has submitted a written question would prefer it to be read out, he may ask the Chairman to put the question on his/her behalf.

8.5 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member or Officer to whom it was to be put, will be dealt with by a written answer. Copies of written answers will be supplied to Board Members.

8.6 Reference of Question to the Board or a Sub Committee

Unless the Chairman decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to a later meeting of the Harbour Board or to an appropriate Sub Committee. Once seconded, such a motion will be voted on without discussion.

8.7 Petitions

Petitions from the public may be presented to the Chairman at the end of public question time. They shall then stand referred to a future Board meeting or relevant Sub Committee for consideration.