## Appendix 1

## 8. Quorum

The quorum of a meeting will be one quarter of the whole number of members.
The quorum of a meeting of the Development Control Committee will be $50 \%$ of the whole number of members.

The quorum of a meeting of the Standards Committee will be at least 3 members including the Chairperson and at least half the members (including the Chairperson) are independent members.

During any meeting if the Mayor determines the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

There is no quorum for a meeting at any time when the number of members in actual attendance constitutes less than $30 \%$ of the total number of members in attendance at the meeting. 9. Remote Attendance
The Council may make arrangements for Elected Members (not a co-opted member) to attend a council meeting remotely by audio-visual, virtual or other electronic means provided that the remote attendee identifies themselves, is able to be seen and heard by the members who are in actual attendance at the meeting and, in turn, the remote attendee is able to see and hear the proceedings and cast their votes.

## 10. Questions by the public

10.1 General

Members of the public may ask questions of members of the executive at ordinary meetings of the Council other than the first ordinary meeting following the annual meeting in a year of ordinary elections of councillors to the Council in pursuance of paragraph2.3(5).

### 10.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Mayor may group together similar questions.

### 10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the proper officer no later than midday five clear working days before the day of the meeting. Each question must give the name and address of the questioner and must name the member of the executive to whom it is to be put.

### 10.4 Number of questions

At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of one organisation.

### 10.5 Scope of questions <br> The proper officer may reject a question if it:

- is not about a matter for which the local authority has a responsibility to which affects the County Borough;

