

## **CPR 10 - QUESTIONS FROM THE PUBLIC AND PRESENTATION OF PETITIONS PART B – PRESENTATION OF PETITIONS**

**10.11** Any member of the Council or any local government elector of the County may, forward to the Chief Executive a written petition which is relevant to some matter in relation to which the authority have functions, or which affects the area of the authority, or part of it, or the inhabitants of that area, or some of them provided however that such written petition must be signed by not fewer than fifty registered electors of the County who are not members of the Council and that it has been delivered in writing to the Chief Executive no later than 10.00 a.m. 7 clear working days (i.e. clear days does not include the day the petition is received or the day of the meeting) before the day of the meeting it is proposed to be presented at.

**10.12** The Chief Executive shall indicate the receipt of any request for presentation of a petition in the agenda of the relevant meeting of Full Council in the order in which he /she received those requests.

**10.13.** In the case of a petition on a Council function the petitioner will be invited to present the petition formally to the Council save that in the case of a petition on a Council function delegated to a Council Committee (e.g. a planning or licensing matter) the petitioner will be given a choice to elect to formally present their petition to that relevant Committee. Where the petitioner elects to present the petition to the relevant Committee Council shall nevertheless debate the matter at its meeting and refer the petition and its deliberations upon it to the next meeting of that relevant Committee to inform its decision in the matter.

**10.14.** In the case of a petition on an executive function the petitioner will be given a choice to elect to formally present their petition to the County Council, the Executive Board, or where relevant, the relevant Executive Board member save that the eventual executive decision shall be a matter for the Executive Board or Executive Board Member. Where the petitioner elects to formally present the petition to the Executive Board of Executive Board Member Council shall nevertheless debate the matter at its meeting and refer the petition and its deliberations upon it to the next meeting of the Executive Board or Executive Board member to inform its decision on the matter.

**10.15** In the case of a petition being referred to an Executive Board Member he/she will meet the petitioners, accept the petition and make a brief response. He/she will then refer the petition to the relevant officers to prepare a report on the matter for consideration at one of his/her decisions meetings.

**10.16** The presentation of a petition at a meeting of the Council, Executive Board, relevant Committee or to the relevant Executive Board Member shall be limited to not more than five minutes, and shall be confined to reading out or summarising the prayer of the petition, indicating the number and description of the signatories, and making such further supporting remarks to the petition as the person presenting it shall think fit

**10.17** At a meeting of Council or a relevant committee the Leader or the relevant Executive Board Member or Committee Chair shall be entitled to make a brief response to the presentation