

# Speaking at Community Forums

A public forum is a period for the public to address elected members during a meeting of the Lakes Community Board.

This has been set for meetings and speakers will have a **maximum of five minutes** to speak (This is at the discretion of the Chair).

We encourage members of the public to apply prior to the meeting as this will allow staff appropriate time to answer any questions you may have about the process of speaking at a community forum.

## Speaking at a Community Forum

There are rules around content and conduct when speaking in a community forum, including:

- The matter you're speaking about must be Lakes Community Board business.
- The matter you speak about cannot be on the meeting's agenda.

The chairperson also has discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- More than two speakers have requested to speak on the same matter at the same meeting;
- A speaker is criticising elected members and/or staff;
- A speaker is being repetitious, disrespectful, or offensive;
- The speaker has previously spoken on the same issue;
- A speaker has caused disruption at multiple previous Community Board and/or council meetings;
- The matter is subject to legal proceedings;
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity; and
- Decision-making authority on the matter rests with another body or individual.

Please note that the media may be present at Committee meetings and that as a speaker at the public forum, your comments may be reported on.