



**Attending and speaking at Council meetings:** We encourage you to attend meetings to listen or share your views. Your input can help shape decision-making, support good governance, and provide local knowledge. Rules relating to meetings are in our Standing Orders:

<https://www.upperhuttcity.com/files/assets/public/yourcouncil/standing-orders.pdf>.

**Requesting to speak to Public Forum:** Public forum is a period at the beginning of most Council and Committee meetings where members of the public have 5 minutes to share. Members of the public can speak as an individual or represent the views of a group. In the case of a Committee any issue, idea or matter must fall within the terms of reference of that body:

<https://www.upperhuttcity.com/files/assets/public/yourcouncil/terms-of-reference.pdf>.

If you wish to speak at Public Forum it is preferable if you could let us know by midday the day before the meeting. Please advise which agenda item you wish to talk about, the topic, and the essence of your conversation; this can be done by either emailing [governance@uhcc.govt.nz](mailto:governance@uhcc.govt.nz) or phone 04 527 2169.

**Speaking at the meeting:** Meetings start promptly, so please arrive early and make yourself known to the Governance team. When it is your turn to speak, the Chair will introduce you and the topic you wish to speak. You will be asked to come forward to speak. The Chair is the facilitator of the meeting and you should only address the Chair. The Chair and members will listen to you and with the permission of the Chair may ask you questions if there are any points requiring further information or clarification.

**Restrictions on speaking:** There are some rules around public input at meetings in order to maintain the integrity of its decision-making process. As a general rule, members of the public are only permitted to speak during the public forum. You cannot speak to an item that is subject to legal proceedings, or to a process providing for the hearing of submissions. At the discretion of the Chair, no more than two speakers can speak on behalf of an organisation.

**Supporting information:** You are welcome to share an electronic presentation or provide supporting information by tabling a document to elaborate on your views. If you have a PowerPoint presentation you will need to send us an electronic copy of your presentation by 9.00 am on the day of the meeting to enable us to load and test the presentation.

When you start speaking at Public Forum, please announce that you wish to “table your presentation”. You can do this by passing a printed copy of your comments (ideally 20 copies for distribution to Elected Members) to a Governance team member once you have finished speaking. Alternatively, you can email your presentation to [Governance@uhcc.govt.nz](mailto:Governance@uhcc.govt.nz) before the end of the meeting.

It's important to note that your name, the item you spoke to and any information you present will be included in the official record of the meeting, referred to as the Minutes.

**Recording a meeting:** If you wish to record all or part of the meeting you must notify the Chairperson before or at the beginning of the meeting.

**More information:** For more information, please refer to [Standing Orders](#). The Governance team is responsible for meeting administration, organisation and management. If you have any feedback or need any further information, please contact us at [governance@uhcc.govt.nz](mailto:governance@uhcc.govt.nz) or phone 04 527 2169.