

BUCKINGHAMSHIRE SCHOOL ORGANISATION COMMITTEE

Addressing meetings of the Committee

This note explains the procedure to be followed.

Meetings of the School Organisation Committee will be open to, and can be observed by, the public, unless the Committee decide to exclude them for a particular item(s) of business. This note only applies to proposals being considered at an open meeting.

Anyone wishing to address a meeting should contact the Secretary of the School Organisation Committee, c/o Clare Gray, Committee Services, Buckinghamshire County Council, Old County Offices, Walton Street, Aylesbury, HP20 1UZ: Telephone 01296 382101

Before the start of the meeting the Chairperson who will be informed of the request will need to be satisfied that what is to be said is relevant to the proposals being considered at that meeting.

There are certain conditions which need to be observed:

- The request should be made in writing at least 7 days before the scheduled date of the meeting.
- The maximum time limit for addressing the meeting will be five minutes.
- If a large number of people wish to speak at a meeting, for practical reasons, the Chairperson may reduce the time limited from the maximum to three minutes.
- Where a number of people wish to speak on the same subject to express similar views, the Chairperson may require those views to be put by one spokesperson.
- Requests will be declined or stopped if they are considered to be offensive or defamatory.
- At the discretion of the Chairperson, members may ask questions, seek further information or clarification of the speaker.

Secretary of the School Organisation Committee
c/o Clare Gray,
Committee Services,
Buckinghamshire County Council,
Old County Offices,
Walton Street,
Aylesbury,
HP20 1UZ

Telephone: 01296 382101
e-mail: cgray@buckscc.gov.uk

ATTENDING SCHOOL ORGANISATION COMMITTEE MEETINGS

This form can be used to make arrangements or address a meeting of the School Organisation Committee.

The Secretary
c/o Clare Gray,
Committee Services,
Buckinghamshire County Council,
Old County Offices,
Walton Street,
Aylesbury,
HP20 1UZ:
Telephone 01296 382101

I would like to address the School Organisation Committee on
.....

I want to speak about
.....
.....

I want to raise this matter because
.....
.....

From:

Name

Address
.....

..... Postcode

Telephone Date

This request should reach the Secretary at least 7 days in advance of the starting time of the meeting at which you wish to speak.

We would want to hear your views but please note that you have no special right when speaking at meetings and it would be open to any person aggrieved by what they consider a defamatory or libellous statement to take legal action against you.