



Policy: Managing Contributions from Members of the Public who wish to make representations to the Commission

Any members of the public who wish to speak at Commission meetings or at sub-committee Commission meetings are encouraged to follow the process as set out below:

1. In the first instance you can contact a Commissioner who are voted onto the Commission to represent all Commoners and ask them to make your comments or pose questions at either a full commission meeting or if appropriate a sub-committee meeting.
2. Alternatively, you can submit comments/questions to the Commission via an enquiry service on our website at www.greenhamcommoncommission.org.uk.
3. If your comments are not addressed or your questions are not answered from communicating either via a Commissioner or via our enquiry service on our website then you may attend either a full Commission meeting or a sub-committee meeting if that is appropriate. You will need to follow the steps below:
 - Give advance notice of their desire to attend a Commission meeting and provide the subject matter.
 - Speaking time will be limited to a maximum of 5 minutes per person
 - If you wish to contribute to a specific agenda item, you must indicate your wish to do so at the beginning of the agenda item.

Points to Note:

- A list of Commissioners and how you can contact them can be found on our website at www.greenhamcommoncommission.org.uk
- Total public speaking time is limited to 20 minutes, individuals are limited to a maximum of 5 minutes each.
- The Chairperson has the delegated authority from the Commission to decide if public contributions to specific agenda items can be allowed. This will be determined by whether the contribution is deemed useful and beneficial to the discussion.
- The Chairperson has the delegated authority from the Commission to ask a member of the public to leave the meeting if their behaviour is unacceptable and/or disruptive to the meeting.

Policy Review

This policy will be reviewed every 3 years by the Governance sub-committee.