



## **Making a deputation to Midlothian Council.**

Thank you for your request to make a deputation to Council. A deputation is a group of persons acting on behalf of a group or organisation to make representations to the Council.

The deputation request must be submitted by email or in writing, setting out the subject of the deputation and must relate to an item of business on the agenda for that meeting and be on an issue included in the Council's powers or duties.

If the request is received after the agenda has been issued and more than five working days prior to the council meeting; then the Executive Director, in conjunction with the Chief Executive and the Provost, will determine if the deputation will be added to the agenda.

If the deputation is on the agenda then the following process will apply;

**The Council meeting will be asked whether they wish to hear the deputation, and**

**If the Council agree to hear the deputation then the following will apply:**

- Only two members of the delegation can address the Council
- They can only address the meeting for a maximum of ten minutes in total
- There would then follow a maximum period of ten minutes for questions and answers.
- The deputation can only inform the Council and may not request the Council to do anything – that would require a petition which is a separate process.

The Provost, or chair of the meeting, can stop you or your supporter speaking if you talk about something which is inappropriate or not relevant or if you behave in an inappropriate way when you present your statement.