**Report to the Protocol Committee - "Amendment to Standing Order 16"**

**Questions**

**16.** Questions to the Dublin Chief Executive must be forwarded electronically and must reach him/her or his/her authorised officer not later than eleven working days (including Saturdays, the day of the meeting & Public Holidays but not Sundays) preceding that on which they are to be asked. Additional information may be handed in to the Meetings Administrator in hard copy if it cannot be submitted in soft form for any reason. No member shall be entitled to table more than four questions at any one meeting. Questions must relate to matters of administration of the City Council for which the Dublin City Chief Executive is responsible, must have the purpose of eliciting information, elucidating matters of fact or of policy, be brief and contain no argument or personal imputation. Questions cannot be put and answered unless the Council has previously approved by motion without debate. The questions shall be answered without debate and supplementary questions shall not be put.

Questions submitted to the monthly City Council meeting may relate to a citywide or a local issue. Questions submitted to an Area Committee Meeting may relate to a citywide or a local issue of that administrative area only.

*To ensure compliance with General Data Protection Regulations (GDPR) and to ensure minimum circulation of personal details, questions that contain sensitive personal details (name & address, health status etc) may **only** be submitted to Area Committees for response.  These questions will constitute part of a councillor's Area Question quota but will not be listed on agenda or minutes of the area meeting*

*In the interest of transparency it is desirable that all other questions and answers be included on the agenda and in the minutes of meetings.   A Councillor may on request require that a street name/specific location be submitted as "details supplied".   The rest of the question and response will be included on the agenda and in the minutes of the meeting*