

## Part 2 – Article 8 (Citizens Rights)

The rights of members of the public shall include the following:

- vote at local elections if they are registered to vote with their relevant District Council;
- [contact their local County Councillor](#) about any matters of concern to them;
- obtain a copy of the Constitution free of charge;
- attend [meetings of the Council](#) and its Committees except where, confidential or exempt information is being discussed - see Access to Information Procedure Rules set out at Appendix 'H' to this Constitution;
- find out what key [decisions](#) are to be decided and when by the Cabinet Committees, Cabinet Members or officers;
- see [reports and background papers](#), and any record of decisions made by the Council, Cabinet and Cabinet Members with the exception of those containing confidential or exempt information (details of members of the public's rights to inspect agenda, reports and minutes and to attend meetings are set out in Appendix 'H' of this Constitution);
- [complain to the Council](#) about its services in line with its formal Complaints Procedure, details of which are set out at Appendix 'K' of this Constitution;
- complain to the Ombudsman if they think the Council has not followed its procedures properly. However, the Ombudsman would prefer complaints to be pursued via the Council's own Complaints Procedure first;
- complain to the Monitoring Officer if they have evidence which they think shows that a County Councillor or voting Co-optee has not followed the Council's Code of Conduct;
- inspect the [Council's accounts](#) and make their views known to the external auditor;
- submit petitions in accordance with the [Council's petitions scheme](#);
- make representations regarding a planning application to the [Development Control Committee](#) and speak at the meeting (the [protocol for speaking](#) can be found at annex 2 of appendix N of the constitution);
- contribute to investigations conducted by the Overview and Scrutiny Committees;
- under the Freedom of Information Act 2000, request and receive information in the possession of the Council subject to defined exceptions within the Act;

Citizen's responsibilities:

Members of the public are expected to conduct themselves in a reasonable manner, in line with normally accepted standards in society, when they deal with Councillors or Officers and particularly so when they attend any meetings of the County Council, its Committees and Cabinet. The principles behind this expectation are:

- due respect for the rights and opinions of others;
- non-confrontational behaviour;
- respect at all times for the decisions on conduct and procedure in the meeting, from the person responsible Chairing that meeting
- willingness to listen as well as an expectation of being listened to, in a way which is both constructive and supportive.

The Chairman will warn members of the public if they interrupt a meeting and will order his/her removal from the meeting room if this continues.

Anyone intending to film or record a meeting of the County Council should refer to Appendix 'P': Protocol on reporting on and recording meetings of the County Council and should notify Democratic Services in advance of the meeting on 01772 530596 or by email to [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk).