

COUNCIL PROCEDURE RULES

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1. **Annual Meeting of the Council**

(a) Ceremonial Meeting

The Ceremonial Meeting will take place on the Tuesday nearest to 13 May each year at 7.30 pm.

The Meeting will:

- (i) elect a person to preside if the Mayor or Deputy Mayor is not present;
- (ii) elect the Mayor;
- (iii) consider a Vote of Thanks to the outgoing Mayor;
- (iv) appoint the Deputy Mayor;

Note: The election of a person to preside in the absence of the Mayor, the election of the Mayor and the appointment of the Deputy Mayor will follow the procedure set out in Procedure Rule 16.6.

(b) Business Meeting

The Business Meeting will take place on the Tuesday nearest to 20 May each year at 7.30 pm

The Meeting will:

- (i) approve the Minutes of the previous meeting;
- (ii) receive declarations of interest by Members and officers;
- (iii) receive any announcements from the Mayor and/or the Chief Executive;
- (iv) receive a report from the Returning Officer in the year of a Council Election;
- (v) elect the Leader;

Note: The election of Leader will follow the procedure set out in Procedure Rule 16.6.

- (vi) agree the number of Members to be appointed to the Cabinet and appoint those Members;
- (vii) appoint the Overview and Scrutiny Committees/Panels, a Standards Committee, an Audit Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions, as set out in Part 3 of this Constitution;
- (viii) appoint such voting co-opted members as recommended by the various committees / panels;

- (ix) agree the scheme of delegation, or such part of it as the Constitution determines it is for the Council to agree, as set out in Part 3 of this Constitution; and
- (x) consider any business set out in the notice convening the meeting.

Unless otherwise determined by statute, the Mayor may vary the order of the agenda at his/her discretion and allocate an appropriate time for the transaction of each item.

2. Ordinary Meetings

Ordinary meetings of the Council will take place in accordance with the programme decided by Council.

Ordinary meetings will:

- (a) elect, *using the procedure set out in Procedure Rule 16.6.*, a person to preside if the Mayor and Deputy Mayor are not present;
- (b) approve the Minutes of the last meeting;
- (c) receive any disclosures of interest from Members and officers;
- (d) receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive;
- (e) receive questions from, and provide answers to, the public;
- (f) receive reports from the Cabinet and the Council's committees, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework, reports of the Overview and Scrutiny Committees / Panels for debate and from the Standards Committee on ethical standards issues;
- (g) consider questions in accordance with Council Procedure Rule 10;
- (h) consider motions; and
- (i) consider any other business specified in the summons to the meeting.

Unless otherwise determined by statute, the Mayor may vary the order of the agenda at his/her discretion and allocate an appropriate time for the transaction of each item.

3. *Extraordinary Meetings*

3.1 Those listed below may request the Assistant Director Democratic Services to call Council meetings in addition to ordinary meetings:

- (a) the Council by resolution;
- (b) the Mayor;
- (c) the Monitoring Officer; and
- (d) any five Members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2 Extraordinary meetings will:

- (a) elect a person to preside if the Mayor and Deputy Mayor are not present;
- (b) receive any declarations of interest from Members and officers;
- (c) receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive;
- (d) at the discretion of the Mayor, receive questions from, and provide answers, to the public; and
- (e) consider any other business specified in the summons to the meeting.

Unless otherwise determined by statute, the Mayor may vary the order of the agenda at his/her discretion and allocate an appropriate time for the transaction of each item.

4. *Time and Place of Meetings*

The time and place of meetings will be determined by the Assistant Director Democratic Services and notified in the summons, but meetings will not start earlier than 5.30 pm.

5. *Notice of and Summons to Meetings*

The Assistant Director Democratic Services will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Assistant Director Democratic Services will send a summons signed by him or her to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

6. *Chair of Meeting*

The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to committee, sub-committee and overview and scrutiny committee/panel meetings, references to the Mayor shall also include the chairs of committees, sub-committees or overview and scrutiny committees/panels.

7. *Quorum*

7.1 The quorum of a meeting of the Council will be 13 Members. During any meeting, if the Mayor counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

7.2 Where these Rules apply to committee, sub-committee and Panel meetings, the quorum will be one third of the membership, or 4 Members, other than co-opted members, whichever is the greater, except where the committee, sub-committee, or panel comprises either 5 or less Members, other than co-opted members, when the quorum will be the nearest whole number of Members to, but not less than, one half of the membership.

8. *Duration of Meeting*

8.1 The Mayor will adjourn the meeting for a period of ten minutes at a convenient time after two hours.

8.2 At a convenient time after a meeting has been in progress for three hours from its start time, the Mayor will announce the start of the closure procedure.

- 8.3 The Mayor will allow a maximum of thirty minutes for the completion of the closure procedure.
- 8.4 Once the Mayor has announced the start of the closure procedure, all remaining business shall be formally moved, formally seconded and voted upon without discussion.
- 8.5 At the discretion of the Mayor, short introductory speeches by the mover of a motion or amendment, to a maximum of one minute, will be allowed on each item of business raised during the closure procedure.
- 8.6 This Procedure Rule will have precedence over all other relevant Procedure Rules.

Note: Convenient time is at the discretion of the Mayor, but will usually mean at the end of the item under consideration.

9. Public

9.1 General

- (a) Members of the public who are residents of the Borough may ask questions of Members of the Cabinet, the Chair of a Committee, the Chair of an Overview and Scrutiny Committee / Panel, or a Leader of a political group on the Council, at meetings of the Council, other than the Annual Meeting and, except at the discretion of the Mayor, Extraordinary meetings.
- (b) The total time allocated for Questions by the Public shall be limited to 30 minutes.

9.2 Order of Questions

Questions will be asked in the order notice of them was received, except that the Mayor may group together similar questions.

9.3 Notice of Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Assistant Director Democratic Services no later than 15 minutes before the start of the meeting. Each question must give the name and address of the questioner and must name the Member of the Council to whom it is to be put.

9.4 Number of Questions

At any one meeting, no person may submit more than one question.

9.5 Scope of Questions

The Assistant Director Democratic Services, or the Mayor, may reject a question if it:

- (a) is not about a matter for which the local authority has a responsibility or which affects the Borough;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past three months; or
- (d) requires the disclosure of confidential or exempt information.

9.6 Record of Questions

Questions and the replies to them, whether given orally or in writing, but not supplementary questions or replies, will be recorded in the Minutes of the meeting.

9.7 Asking the Question at the Meeting

The Mayor will invite the questioner to put the question to the Member named in the question. If a questioner who has submitted a written question is unable to be present, he/she may ask the Mayor to put the question on his/her behalf. The Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given, or decide, in the absence of the questioner, that the question will not be dealt with.

9.8 Supplementary Question

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Mayor may reject a supplementary question on any of the grounds in Rule 9.5 above.

9.9 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer. The Member questioned will arrange for a written answer to be provided to the question.

9.10 Reference of Question to the Cabinet, Committee or an Overview and Scrutiny Committee/Panel

Unless the Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate committee, sub-committee or an Overview and Scrutiny Committee/Panel. Once seconded, such a motion will be voted on without discussion.

9.11 Right to Speak

With the consent of the Council, a Member of the public may speak on up to two items on any Agenda. The Mayor will ask at the start of each non-procedural item for an indication if any member of the public present wishes to be heard. The Mayor may, at his or her discretion, limit the number of speakers. No speech should exceed 4 minutes. Each member of the public may only speak once on any one item unless the Mayor agrees otherwise.

9.12 Deputations and Petitions

- (a) A deputation wishing to be received by the Council may send a request in writing and on a form prescribed by the Council to the Assistant Director Democratic Services setting out the objects of the deputation. All such requests will be available for inspection by any Member of the Council.
- (b) The request will be signed by at least 20 local government electors, or residents, of the Borough and should be delivered to the Assistant Director Democratic Services' office not later than 12 noon seven clear working days before the date of the meeting at which the deputation wishes to be received.
- (c) One or more of the members and/or representative(s) of the deputation may address the appropriate body, but the speeches will not exceed four minutes in total.

- (d) No deputation will be received if a deputation on the same or a very similar matter has already been heard by the Council or other Council Body within the previous three months.
- (e) Where a deputation is heard at a meeting of the Council on the conclusion of the address by the spokesperson(s), the matter will be referred to the appropriate body without further discussion unless there is a recommendation, motion or a report on the matter before the meeting.
- (f) Members of the Council receiving the deputation will be permitted to ask questions of the person(s) speaking on behalf of the deputation, or the person(s) presenting the right of reply, to clarify any of the points raised.
- (g) Whenever a deputation appears before the Council or a reference is made to another Council body, and the objects of the deputation relate to a matter which may, directly or indirectly, affect adversely any person, or that person's property, financial, or other rights, or interests, the Assistant Director Democratic Services will also offer to that person, and/or that person's representative(s) an opportunity to reply. The person affected must give notice of intention to exercise the right of reply to the Assistant Director Democratic Services, or the Assistant Director Democratic Services' representative, in writing, before the start of the meeting. The speech(es) in reply will not exceed four minutes in total.
- (h) A maximum of three deputations will be received at any meeting of the Council. Where more than three requests for deputations are received by the Assistant Director Democratic Services, the first three received will be invited to the meeting. The agenda for the meeting will list any additional requests for deputations received for information. The exercise of the right of reply conferred by this Procedure Rule will not count towards the total number of deputations permitted to appear at any one meeting.
- (i) No deputation will be received if its object is to support the grant of planning permission or a specific licence.
- (j) Petitions may be presented to the Council. The person presenting the petition will be allowed to address the meeting briefly (not exceeding 1 minute) to outline the aims of the petition. The Mayor will refer the matter to another appropriate Council Body within whose terms of

reference it falls without discussion unless a relevant item appears elsewhere on the Agenda.

9.13 Development Control, Licensing and Regulatory Committees

Separate arrangements are in place for the public to ask questions and make representations at meetings of the Development Control, Licensing and Regulatory Committees, and are set out in Annexes to the Access to Information Rules.

10. *Members' Questions*

- 10.1 At a meeting of the Council, other than the Annual Meeting or Extraordinary meetings, a Member may ask the Leader of the Council, any Cabinet Member, the Chair of any of the Council's Committees, the Chair of an Overview and Scrutiny Committee / Panel, or a Leader of a political group on the Council a question on any matter about which the Council has powers or duties or which affects the area of the Council.
- 10.2 Every question, which will be limited to one part, will be asked and answered without discussion. Upon receiving the answer, the Member who put the question shall be allowed one supplementary question, provided that it is relevant to the original question and does not introduce any new subject matter. The supplementary question will be asked and answered orally, but the person to whom the supplementary question has been asked may decline to answer.
- 10.3 The answer to a Member's question may be given orally and directly, or by reference to published material of the Council which is readily available to Members, or in writing after the meeting (when the answer will be circulated to all Members).
- 10.4 Questions and the replies to them, whether given orally or in writing, but not supplementary questions or replies, will be recorded as part of the Minutes of the Meeting.
- 10.5 The total time allocated for Members' questions shall be limited to 30 minutes. Each Member may ask no more than two questions, not including supplementary questions.
- 10.6 No Question will exceed one minute and no answer will exceed two minutes.
- 10.7 A Member may ask questions on the discharge of the functions of the Thames Valley Police Authority, in accordance with the provisions of the Police Act 1996 (Section 20). The Member must give notice of the question in writing to the Assistant

Director Democratic Services by 12 noon seven clear working days before the next scheduled meeting of the Council. The question will be answered by a person nominated by the Cabinet and approved by the Police Authority for that purpose.

11. Notices of Motion

11.1 Notice

Except for motions which can be moved without notice under Rule 12, written notice of every motion, must be delivered to the Assistant Director Democratic Services not later than 12 noon seven clear working days before the date of the meeting. These will be entered in a book open to public inspection.

11.2 Motion set out in Agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member giving notice states, in writing before the commencement of the meeting to which the motion has been submitted, that he/she proposes to move it to a later meeting or withdraw it.

11.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the area of the Council.

12. Motions without Notice

The following motions may be moved without notice:

- (a) to appoint a chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the Minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Cabinet, committees, overview and scrutiny committees / panels or officers and any resolutions following from them;

- (g) to withdraw a motion;
- (h) to proceed to the next business;
- (i) that the question be now put;
- (j) to adjourn a debate;
- (k) to adjourn a meeting;
- (l) to suspend a particular Council Procedure Rule;
- (m) to exclude the public and press in accordance with the Access to Information Rules;
- (n) to not hear further a Member named under Rule 19.2 or to exclude them from the meeting under Rule 19.3; and
- (o) to give the consent of the Council where its consent is required by this Constitution.

13. Rules of Debate

13.1 No speeches until Motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

13.2 Right to require Motion in writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

13.3 Secunder's speech

When seconding a motion or amendment, a Member may reserve his/her speech until later in the debate. When the Member wishes to speak, he/she must indicate to the Mayor.

13.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point or order. No speech may exceed four minutes without the consent of the Mayor.

13.5 When a Member may speak again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point or order; and
- (f) by way of personal explanation.

13.6 Amendments to Motions

- (a) All amendments to reports from Cabinet and the Council's committees (Council Procedure Rule 2[f]) and to a motion submitted under Council Procedure Rule 11 (other than those Motions which may be moved without notice under Council Procedure Rules 12 and 13.9) must be submitted in writing to the Assistant Director Democratic Services by 12 noon on the working day before the meeting at which the motion is to be considered.
- (b) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add wordsas long as the effect of (ii) to (iv) is not to negate the motion.
- (c) All amendments submitted and having been moved and seconded, will be offered by the Mayor to the mover of

the motion for acceptance. If an amendment is accepted, it will become part of the original motion

- (d) All amendments submitted, and not accepted by the mover of the motion, will be discussed by the Council together with the motion and voted on at the end of the debate in the order in which they were submitted to the Assistant Director Democratic Services.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion and becomes in the 'ownership' of the Member moving the amendment. This becomes the substantive motion to which any further amendments are moved.

13.7 Withdrawal of Motion

A Member may withdraw a motion at the meeting with the consent of the meeting, or if he/she has moved the motion, with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

13.8 Right of reply

- (a) The proposer of a motion has the right to sum up at the close of the debate on the motion immediately before it is put to the vote.
- (b) At the close of a debate on a motion and any proposed amendments:
 - (i) the mover of the original motion has the right to reply to the debate; and
 - (ii) the proposer of each amendment has the right to sum up the debate on their amendment in the order in which the amendments were proposed.

13.9 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion (with the exception of reports from Cabinet and the Council's committees and to motions

submitted under Council Procedure Rule 11 - 'Notice of Motion');

Note: Paragraphs (b), (c) and (e) of Council Procedure Rule 13.6 - 'Amendments to Motions' will apply to amendments moved under this Procedure Rule.

- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting continue beyond three hours in duration;
- (h) to exclude the public and press in accordance with the Access to Information Rules; and
- (i) to not hear further a Member named under Rule 19.2 or to exclude them from the meeting under Rule 19.3.

13.10 Closure Motions

- (a) At the conclusion of a speech of another Member, a Member who has not already participated in the debate may move without comment that:
 - (i) the debate be adjourned;
 - (ii) the meeting proceed to the next business;
 - (iii) the meeting be adjourned; or
 - (iv) the question be put.
- (b) If the motion to adjourn the debate, proceed to the next business or adjourn the meeting is seconded:
 - (i) the Mayor will put the closure motion to the vote without further discussion;
 - (ii) if the motion is carried, the debate will stand adjourned, the meeting will proceed to the next business or the meeting will stand adjourned;
 - (iii) if the motion is lost, the debate will resume.

- (c) If the motion that the question be put is seconded:
 - (i) the Mayor will consider whether the question before the meeting has been sufficiently discussed;
 - (ii) if the Mayor considers that it has not, the debate will continue until the Mayor considers that adequate debate has taken place, after which a vote on the closure motion will be taken;
 - (iii) if the Mayor considers that the matter has been sufficiently discussed, the Mayor will put the closure motion to the vote without further discussion; and
 - (iv) if the motion is carried, the Mayor will invite the mover of the original motion and the amendment, if an amendment is under discussion, to reply, and put the question before the meeting to the vote.

13.11 Points of Order and Personal Explanation

- (a) A point of order is a request from a Member to the Mayor to rule on an alleged irregularity in the procedure of the meeting.
- (b) A personal explanation will be confined to some material part of an earlier speech by the Member and on which a misunderstanding has occurred.
- (c) A Member may raise a point of order or a point of personal explanation at any time and is entitled to address the Mayor on the matter immediately; but:
 - (i) the Member who raises a point of order must specify immediately how a Procedural Rule or statutory provision has been broken or infringed;
 - (ii) in either case, the Member's speech must be confined to the point of order or personal explanation.
- (d) The ruling of the Mayor on a point of order or a personal explanation is final.

14. *State of the Borough Debate*

14.1 Calling of debate

The Leader may call a state of the Borough debate annually on a date and in a form to be agreed with the Mayor.

14.2 Form of debate

The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the debate.

14.3 Chairing of debate

The debate will be chaired by the Mayor, or other Member presiding.

14.4 Results of debate

The results of the debate will be:

- (a) disseminated as widely as possible within the community and to agencies and organisations in the area;
- (b) considered by the Leader in proposing the budget and policy framework to the Council for the coming year.

15. *Previous Decisions and Motions*

15.1 No motion to rescind or defer action on any resolution passed at a meeting of the Council within the preceding six months, and no motion or amendment which would have the same effect as one which has been rejected at a meeting of the Council within the preceding six months, may be proposed, unless notice has been given as required by Procedure Rule 11. The notice must be signed by at least five Members of the Council. This procedure may not be used:

- (a) if it has been used in the previous six months to try to rescind the same resolution and the motion was rejected;
or
- (b) where a resolution has been successfully rescinded and is replaced by another resolution.

- 15.2 However, if a Committee or Overview and Scrutiny Committee/Panel considers an issue which has been decided by the Council within the previous six months, and agrees a course of action different from that previously approved by the Council, it must submit its decision as a recommendation to the Council.
- 15.3 Rule 15.1 does not apply to a Committee or Sub-Committee acting under delegated powers, which may rescind, replace, amend, or defer action upon any of its previous resolutions, whenever passed, after receiving and considering an Officer's report recommending departure from a previous resolution, where it considers such departure to be justified in all the circumstances.
- 15.4 No resolution will be rescinded, no action will be deferred, and no matter referred back, where it has already been acted upon, if the rescission or deferment would disadvantage a third party who has become entitled to a right as a result of the resolution.
- 15.5 A resolution of a Committee or a Sub-Committee passed under delegated powers is deemed to have been passed by the whole Council.
- 15.6 When a Member intends to submit a motion to rescind a decision, notice must be given to the Assistant Director Democratic Services within 24 hours of the decision of the Member's intention to submit a rescinding motion, in order to prevent the decision being implemented. The actual motion must be signed by at least five Members, and be submitted within five working days of the decision being taken.

16. Voting

16.1 Majority

Any matter will be decided by a simple majority of those Members voting and present in the room at the time the question is put.

16.2 Mayor's casting vote

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

16.3 Method of Voting

Unless a recorded vote is demanded under Rule 16.4, the Mayor will take the vote by show of hands and/or by electronic means, or if there is no dissent, by the affirmation of the meeting. Nothing in these Rules will prevent the introduction and use of other methods of voting.

16.4 Recorded vote

If a Member so requests, before the Mayor begins to take the vote:

- (a) the vote will be taken by the name of each Member being called;
- (b) the Member will respond, for or against the motion or abstaining; and
- (c) the response will be recorded.

16.5 Right to require individual vote to be recorded

Where any Member requests it immediately after the vote is taken, his/her vote will be recorded in the Minutes to show whether he/she voted for or against the motion or abstained from voting.

16.6 Voting on appointments *(including the election of Mayor and Leader)*

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

17. **Minutes**

17.1 Signing the Minutes

The Mayor will sign the Minutes of the proceedings at the next suitable meeting. The Mayor will move that the Minutes of the previous meeting be signed as a correct record. The only part of the Minutes that can be discussed is their accuracy.

- 17.2 No requirement to sign Minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the Minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of Minutes.

18. *Exclusion of Public and Press*

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 20 (Disturbance by Public).

19. *Members' Conduct*

19.1 Respect for Mayor

When a Member speaks at a meeting of the full Council he/she must address the meeting through the Mayor. If more than one Member wishes to speak, the Mayor will determine the order of speakers. Other Members must remain silent whilst a Member is speaking unless they wish to make a point or order or a point of personal explanation.

When the Mayor indicates that the meeting should come to order, any Member speaking at the time must stop. The meeting must be silent.

The Mayor may exercise his/her discretion not to require Members to stand when speaking.

19.2 Member not to be heard further

If, in the opinion of the Mayor, a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

19.3 Member to leave the meeting

If the Member continues to behave improperly after such a motion is carried, the Mayor may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

19.4 General disturbance

If there is a general disturbance amongst Members, making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

20. *Disturbance by Public*

20.1 Removal of member of the public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If he/she continues to interrupt, the Mayor will order his/her removal from the meeting room.

20.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

Note: Convenient time is at the discretion of the Mayor, but will usually mean at the end of the item under consideration.

21. *Suspension and Amendment of Council Procedure Rules*

21.1 Suspension

All of these Council Procedure Rules, except Rule 16.5 and 17.2 (which are mandatory), may be suspended by notice of motion, or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

21.2 Amendment

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

22. Application to Committees, Sub-Committees and Overview Panels

22.1 All of the Council Procedure Rules apply to meetings of full Council. None of the rules apply to meetings of the Cabinet. Only Rules 4-7, 9, 11-13 (excluding 13.6), 15-21 apply to meetings of Committees, Sub-Committees and Overview and Scrutiny Committees/Panels with the necessary alterations applying.

22.2 The following additional Procedure Rules will apply to meetings of Committees, Sub-Committee and Overview and Scrutiny Committees/Panels:

(a) Unless the majority of Members present vote for the meeting to continue, any meeting will adjourn *or end* at a convenient time after three hours has elapsed. All meetings will end at a convenient time after four hours has elapsed. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting

(b) Motions Without Notice

The following motions may be moved without notice:

(i) to amend a motion; and

(ii) that the meeting continue beyond three hours duration.

23. Substitution on Committees, Sub-Committees and Overview and Scrutiny Committees/Panels

23.1 The Assistant Director Democratic Services, or his/her authorised representative at a meeting of a body, is authorised to agree substitutions for Members of bodies submitted in writing by appropriate Group Leaders, Deputy Group Leaders, the Chair or Group Spokesperson of the body concerned before the scheduled start time of the meeting at which the substitution is to apply. Substitutions may only be made in accordance with the total number of seats allocated to each political group and the agreed balance of seats between the political groups on the body, and appointed substitutes must not be Members of the Cabinet.

23.2 Substitute Members will have all of the powers and duties of an ordinary Member of the body, but will not be able to exercise any special powers or duties (chair, vice-chair or spokesperson)

exercisable by the persons they are substituting, unless specifically appointed by the body.

- 23.3 This Rule will not apply to the Standards Committee.
- 23.4 Substitution to the Development Control and Licensing and Regulatory Committees will only be permitted where substitutes have received the appropriate training and this has been verified by the Assistant Director Democratic Services.