



PART 4

Committee Procedure Rules

June 2018

COUNCIL PROCEDURE RULES

Contents

CP 1 - 3	Annual meeting of the Council
CP4	Ordinary meetings
CP5	Extraordinary meetings
CP6	Time and place of meetings
CP7	Notice of and summons to meetings
CP8	Chair of meeting
CP9	Quorum
CP10	Duration of meeting
CP11 - 20	Questions by the public
CP21 - 34	Questions by Members
CP35 - 38	Statements by members of the Council Cabinet
CP39 - 41	Notices of Motion
CP42	Motions without notice
CP43 - 65	Rules of debate
CP66 - 67	Previous decisions and motions
CP68 - 71	Voting
CP74 - 77	Minutes
CP78	Exclusion of public and press
CP79 - 83	Members' conduct
CP84 - 85	Disturbance by public
CP86 - 87	Suspension and amendment of Council Procedure Rules
CP88	Declarations of Interests
CP89 - 107	Boards, Panels and Committees
CP108	Sub boards and sub committees
CP109 - 114	Neighbourhood Boards and Neighbourhood Forums and Ward Committees

ANNUAL MEETING OF THE COUNCIL

- CP1 The Annual Meeting of Council will be held at 11.00 am on the third or fourth Wednesday in May each year, as Council may decide. Other Council meetings will be held as determined by Council and will, unless the Mayor specially orders otherwise, be held at 6.00 pm.
- CP2 The Annual Meeting will:
- a. elect a person to preside if the Mayor is not present;
 - b. elect the Mayor for the ensuing year;
 - c. elect the Deputy Mayor for the ensuing year;
 - d. approve the minutes of the last meeting;
 - e. receive any announcements from the Mayor;
 - f. elect the Executive Leader as required in accordance with Article 7 of the Council Constitution;
 - g. receive an announcement from the Leader on the number of members of the Council Cabinet and portfolio areas;
 - h. appoint at least one overview and scrutiny board and such other committees as Council considers appropriate to deal with matters which are neither reserved to Council nor are Executive functions as set out in Part 3 of this Constitution;
 - i. approve a programme of ordinary meetings of Council for the year; and
 - j. consider any business set out in the notice convening the meeting.
- CP3 At the Annual Meeting, Council will:
- a. decide which committees, boards and panels to establish for the municipal year;
 - b. decide the size and terms of reference for those committees, boards and panels;
 - c. decide the allocation of seats to political groups in accordance with the political balance rules;
 - d. appoint to those committees, boards, panels and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Council Cabinet.

ORDINARY MEETINGS

- CP4 Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's Annual Meeting. Ordinary meetings will:
- a. elect a person to preside if the Mayor and Deputy Mayor are not present;
 - b. receive apologies;
 - c. receive any declarations of interest from members;
 - d. approve the minutes of the last meeting;

- e. receive announcements from the Mayor;
- f. receive any statements from members of the Council Cabinet;
- g. consider petitions where required by the Petitions Scheme;
- h. receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
- i. receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- j. consider questions from members;
- k. receive minutes or reports from the Council Cabinet and the council's committees and receive questions and answers on any of those minutes or reports;
- l. consider any other business specified in the summons to the meeting;
- m. consider notices of motion in the order in which they have been received.

EXTRAORDINARY MEETINGS

CP5 Those listed below may request the Director of Governance 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.

TIME AND PLACE OF MEETINGS

CP6 The time and place of meetings will be determined by Council or the Director of Governance and notified in the summons.

NOTICE OF AND SUMMONS TO MEETINGS

CP7 The Director of Governance 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 Director of Governance will send a summons signed by him or her by courier or post 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.

CHAIR OF MEETING

- CP8 The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to committee and sub-committee meetings, references to the Mayor also include the chairs of committees and sub-committees.

QUORUM

- CP9 The quorum of a meeting will be one quarter of the whole number of 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.

DURATION OF MEETING

- CP10 Unless the majority of members present vote for the meeting to continue, any meeting that has lasted for four hours 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.

QUESTIONS AT COUNCIL MEETINGS

Questions by the public

- CP11 Members of the public who are on the Derby register of electors, or are Derby Council Taxpayers or Non Domestic Ratepayers, may put a maximum of two questions to members of the Council Cabinet or Chair of a Board or Committee at ordinary meetings of Council.
- CP12 Unless Council, in exceptional circumstances, decides otherwise, the maximum period of time for questions by the public at a Council meeting shall be 30 minutes.
- CP13 Questions will be put in the order received, except that the Director of Governance may group together similar questions, and that no person will have an opportunity to ask a second question before all questioners have had an opportunity to ask a first question.
- CP14 A question may only be put if notice, including the name and address of the questioner, has been given by delivering it in writing or by e-mail to the Director of Governance no later than midday five clear days before the day of the meeting.

Questions by Members

- CP15 A member of Council may ask a member of the Council Cabinet or Chair of a board or committee any question about the minutes or reports of the Council Cabinet or

committee then before Council if the question is asked before Council's consideration of these minutes or reports is concluded.

- CP16 Questions asked under CP15 will be put and answered without discussion.
- CP17 Members asking questions under CP15 will not be prevented from their right to speak on any motion to which these questions have reference, or from moving an amendment.
- CP18 A member of Council, at the time laid down by Rule CP4, may ask a member of the Council Cabinet or chair of a board or committee any question about their area of responsibility or the business of that board or committee if written notice, setting out the question, has been given to the chair or member of the Council Cabinet and the Director of Governance by 12 noon two working days before a meeting of Council.
- CP19 Where the member of the Council Cabinet or the chair of a board or committee is not available:
- a. notice of a question may be given to the Leader or Deputy Leader, or vice-chair, respectively; or
 - b. the question may be answered by the vice chair or Leader or Deputy Leader respectively.
- CP20 The question will be adjourned to the next meeting of the Council:
- a. where the member of the Council Cabinet, Leader and Deputy Leader are all absent from the Council meeting;
 - b. where the chair and vice chair of a board or committee are both absent from the Council meeting;
 - c. where the questioner is absent from the Council meeting.

Scope of questions

- CP21 The Director of Governance may reject a question, and will provide reasons for rejection, if it:
- is not about a matter for which the local authority has a responsibility or which affects the city;
 - is defamatory, frivolous or offensive;
 - is substantially the same as a question which has been put at a meeting of Council in the past six months; or
 - requires the disclosure of confidential or exempt information.

Record of questions

- CP22 Upon receipt of public or member questions, the Director of Governance will immediately send a copy of the question to the member who will answer.

CP23 Copies of questions and answers will be circulated to all members, published on the council website and made available to the public attending the meeting by 5pm on the day of the meeting.

Asking the question at the meeting

CP24 Where an answer has been provided to a question in the published document, the question will not be asked orally at the meeting.

CP25 Where an answer has not been provided, the Mayor will invite the questioner to put the question to the member named in the notice.

CP26 If a member of the public who has submitted a written question which has not been answered in advance is unable to attend the meeting, he/she may, by prior notice to the Director of Governance, either require the Mayor to put the question on his/her behalf or nominate another person to do so.

Supplementary question

CP27 A questioner may ask one supplementary question without notice to the member who has replied to the original question, provided that the supplementary question arises directly from the reply and is not rejected on any of the grounds in Rule CP21. The supplementary question will be asked and answered orally.

CP28 If a member of the public who has submitted a written question is unable to attend the meeting, he/she may, by prior notice to the Director of Governance, nominate another person to ask a supplementary question on his/her behalf.

Responses to questions

CP29 Where a question is addressed to the member of the Council Cabinet or chair of a board or committee and the answer is contained in any council publication, it will be an acceptable answer if the publication containing the information is named.

Discussion following questions

CP30 Unless the Mayor decides otherwise, no discussion will take place on any question.

Reference of question to the Council Cabinet or a committee

CP31 Any member may move that a matter raised by a question be referred to the Council Cabinet or the appropriate committee, sub-committee, board or neighbourhood board/forum.

Questions to Derbyshire Police and Fire Authorities and Derby Homes

- CP32 A member of the Council, at the time laid down by Rule CP4, may ask any question about the business or functions of the Derbyshire Police Authority, the Derbyshire Fire Authority, Derby Homes other than the relationship of the police and fire authorities with the council.
- CP33 Written notice setting out the question must be given to the member nominated for this purpose by the Derbyshire Police Authority or the Derbyshire Fire Authority, or the Chief Executive of Derby Homes, and to the Director of Governance no later than seven clear days before the meeting of the Council.
- CP34 With the consent of the Mayor, a questioner may ask one further question arising from the answer received.

STATEMENTS BY MEMBERS OF THE COUNCIL CABINET

- CP35 Members of the Council Cabinet at the time laid down by Rule CP4, may make statements to Council on any matters for which the council has a responsibility or which affect the city if written notice, setting out the subject, is given to the Director of Governance and the relevant opposition spokespeople by 9.30am on the day of the meeting, and a copy of statement is made available to the relevant opposition spokespeople before the start of the Council meeting.
- CP36 Following any statement made by a member of the Council Cabinet under CP35, the Mayor will invite the relevant opposition spokespeople to respond.
- CP37 There will be no discussion on any statement.
- CP38 A copy of every statement will be circulated to all members of Council within 14 days of the Council meeting.

NOTICES OF MOTION

Notice

- CP39 Except for motions which can be moved without notice under CP42, written notice of every motion, signed by at least two members, must be delivered to Director of Governance not later than seven clear working days before the date of the meeting.

Motion set out in agenda

- CP40 Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the members giving notice state, in writing, that they propose to move it at a later meeting or withdraw it.

Scope

CP41 Motions must be about matters for which the council has a responsibility or which affect the city. For functions which can be only carried out by the Council Cabinet, Council cannot take decisions but can recommend a course of action for the Council Cabinet to consider.

MOTIONS WITHOUT NOTICE

CP42 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 minutes or reports, or adopt recommendations, of the Council Cabinet, boards, committees or officers and any resolutions following from them;
- g. to withdraw a motion;
- h. to amend a motion;
- i. to proceed to the next business;
- j. that the question be now put;
- k. to adjourn a debate;
- l. to adjourn a meeting;
- m. that the meeting continue beyond four hours in duration;
- n. to suspend a particular council procedure rule;
- o. to exclude the public and press in accordance with the Access to Information Rules;
- p. to not hear further a member named under Rule CP81 or to exclude them from the meeting under Rule CP82;
- q. to give the consent of Council where its consent is required by this Constitution;
- r. with the consent of the Mayor, to raise an urgent matter; and
- s. to refer a question from the public to the Council Cabinet, a committee, board or panel.

RULES OF DEBATE

No speeches until motion or amendment seconded

CP43 No speeches may be made after the mover has moved a proposal or amendment and explained the purpose of it until the motion has been seconded.

Right to require motion or amendment in writing

CP44 Unless notice of the motion has already been given, a motion or amendment must be written down and handed to the Mayor before it is discussed.

Seconders' speech

CP45 When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Content and length of speeches

CP46 Speeches must be directed to the question under discussion or to a personal explanation or point of order. Except with the consent of the Mayor, no speech may exceed five minutes except that the mover of the minutes of the Council Cabinet, a committee or a board whose business is under discussion or the mover of a motion of which notice has been given under rule CP39.

When a member may speak again

CP47 A member who has spoken on a motion may not speak again while 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 of order;
- f. by way of personal explanation; and
- g. where the minutes or report of a committee or the Council Cabinet are being treated as separate items for the purpose of debate.

Amendments to motions

CP48 An amendment to a motion must be relevant to the motion and will either be:

- a. to refer the matter to an appropriate body or individual for consideration or reconsideration;
- b. to leave out words;
- c. to leave out words and insert or add others; or
- d. to insert or add words.

as long as the effect of (b) to (d) is not to negate the motion.

- CP49 Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- CP50 If an amendment is not carried, other amendments to the original motion may be moved.
- CP51 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- CP52 After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

Alteration of motion

- CP53 A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- CP54 A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- CP55 Only alterations which could be made as an amendment may be made.

Withdrawal of motion

- CP56 A member may withdraw a motion which he/she has moved 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.

Right of reply

- CP57 The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- CP58 The mover of the amendment has no right of reply to the debate on his or her amendment.

Motions which may be moved during debate

- CP59 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;

- 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 four hours in duration;
- h. to exclude the public and press in accordance with the Access to Information Rules;
- i. to not hear further a member named under Rule CP81 or to exclude them from the meeting under Rule CP82;
- j. to refer the subject of debate back to a committee or the Council Cabinet;
- k. to suspend a Council Procedure Rule.

Closure motions

CP60 A member may move, without comment, the following motions at the end of a speech of another member:

- a. to proceed to the next business;
- b. that the question be now put;
- c. to adjourn a debate; or
- d. to adjourn a meeting.

CP61 If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

CP62 If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

CP63 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

Point of order

CP64 A member may raise a point of order at any time. The Mayor will hear the member immediately. A point of order may only relate to an alleged breach of these rules or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

Personal explanation

CP65 A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may

appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

PREVIOUS DECISIONS AND MOTIONS

Motion to rescind a previous decision

CP66 A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least one third of the members of the Council.

Motion similar to one previously rejected

CP67 A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least one third of the members of Council. Once the motion or amendment is dealt with, no member can propose a similar motion or amendment for six months.

VOTING

Majority

CP68 Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

Mayor's casting vote

CP69 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.

Show of hands

CP70 Unless a recorded vote is demanded under Rule CP71, the Mayor will take the vote by show of hands, and/or use of e-voting software at his/her discretion, or if there is no dissent, by the affirmation of the meeting.

Recorded vote

CP71a With the exception of votes relating to the annual approval of the council's budget and Council Tax precepts, if ten members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing or captured from the e-voting software and entered into the minutes.

CP71b For votes relating to the annual approval of the council's budget and Council Tax precepts, the provisions for a recorded vote detailed under CP71a will take place automatically.

Right to require individual vote to be recorded

CP72 Where any member requests it immediately after the vote is taken, his/her vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

Voting on appointments

CP73 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.

MINUTES

Signing the minutes

CP74 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.

No requirement to sign minutes of previous meeting at extraordinary meeting

CP75 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.

Form of minutes

CP76 Minutes will contain all motions and amendments in the exact form and order the Mayor put them.

Submission of minutes to the Council

CP77 All minutes of committees or the Council Cabinet not falling within powers delegated to them must be submitted to Council for approval. The minutes requiring approval will be moved:

- in the case of a committee by the chair of the committee or, in their absence or with their consent, by the vice chair, or, in the absence of both the chair and vice chair, by some other member of the committee called on by the Mayor;
- in the case of the Council Cabinet by the Leader or, in their absence or with their consent, by the Deputy Leader, or, in the absence of both the Leader and Deputy Leader, by some other member of the Council Cabinet called on by the Mayor.

Unless the Mayor decides otherwise, the minutes of a committee or the Council Cabinet will be treated as separate items for the purpose of debate.

EXCLUSION OF PUBLIC AND PRESS

CP78 Members of the public and press may only be excluded either in accordance with the Access to Information Rules or Rules CP84 and CP85.

MEMBERS' CONDUCT

Standing to speak

CP79 When a member speaks at Council they must, where reasonable, stand and address the meeting through the Mayor. If more than one member stands, the Mayor will ask one to speak and the others must sit. Other members must remain seated while a member is speaking unless they wish to make a point of order or a point of personal explanation.

Mayor standing

CP80 When the Mayor stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

Member not to be heard further

CP81 If 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.

Member to leave the meeting

CP82 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.

General disturbance

CP83 If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

DISTURBANCE BY PUBLIC

Removal of member of the public

CP84 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.

Clearance of part of meeting room

CP85 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.

SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

Suspension

CP86 Any of these rules except CP71b, CP72 and CP75 may be suspended by motion with 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.

Amendment

- CP87 Any motion to add to, vary or revoke these rules, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of Council, when the Council will receive a report of the Director of Governance on the proposal.

DECLARATION OF INTERESTS

- CP88 When at a meeting of Council, or any body appointed by it, the Council Cabinet or a committee of the Council Cabinet, a member has declared a disclosable pecuniary interest which precludes the member from voting and speaking, that member will leave the room in which the meeting is being held during the discussion and voting on the item of business concerned, unless an appropriate dispensation has been obtained.

- CP88a When at a meeting of an overview and scrutiny board, business is considered in relation to a decision taken by Council Cabinet or another committee, a member of the scrutiny board who was part of that decision making body at the time the decision was taken may remain to provide evidence or answer questions, but must otherwise leave the room and take no part in voting.

BOARDS, PANELS AND COMMITTEES

Subject to Rules CP109 - CP114, the following procedure rules apply to meetings of all bodies appointed by Council be they boards, panels, committees or such other title as Council may determine and the term 'body' used here includes all of the above.

Appointment of boards, panels and committees

- CP89 Council will at the annual meeting appoint such overview and scrutiny boards, neighbourhood boards and neighbourhood forums and standing committees as are necessary to carry out the non-executive functions of the council, but
- a. will not appoint any member to hold office later than the next annual meeting of the Council; and
 - b. may at any time dissolve an appointed body or alter its membership.

Election of Chair

- CP90 Council may appoint the Chair and Vice Chair. If Council does not make these appointments, a body at its first meeting after the annual meeting of Council before proceeding to any other business, will appoint a Chair and a Vice Chair for the year, in whose absence from a meeting a Chair for the meeting may be appointed.

Vacancy in the office of Chair or Vice Chair

- CP91 If a vacancy occurs in the office of Chair or Vice Chair during the course of the municipal year, the Director of Governance will give notice to all members of the

body that at the next ordinary meeting, there will be an item at the beginning of the agenda for the appointment of Chair or Vice Chair, as the case may be, for the remainder of the year, provided that if a vacancy occurs in the office of Vice Chair because of the appointment of the former Vice Chair as Chair then the foregoing provisions will not apply and the appointment of a new Vice Chair will be made immediately after the vacancy in that office occurs.

Size

CP92 Council will decide the number of members on each body.

Quorum

CP93 Three members will form a quorum, provided that the quorum at any meeting of any body which consists of five members or less will be not less than one half of the total number of members.

Meetings

CP94 A meeting of every body will be called by the Director of Governance within ten weeks of its appointment and, afterwards, in accordance with the cycle approved by Council, on the instruction of the Chair, or at the request in writing of any three members made to the Director of Governance.

Agenda and Reports

CP95 An agenda and reports will be sent to each member of the body at least five clear days before the date of the meeting. Where the meeting is convened with less than five clear days notice, an agenda and reports will be sent to each member of the body at the time the meeting is convened.

Inclusion of item on agenda at member's request

CP96 A member of a body will be entitled to have a matter included in the agenda provided he/she gives written notice to the Director of Governance at least ten clear days before the date of the meeting.

Resignation of office of Chair or Vice Chair

CP97 The Chair or Vice Chair may resign their office by sending a written, signed notice to the Director of Governance. Any vacancies in the office of Chair or Vice Chair arising from resignation will be filled in accordance with Rule CP91.

Resignation

CP98 Any member may resign their seat on a body by sending a written, signed notice to the Director of Governance. Vacancies will be filled by Council, except where places on the

committee are politically balanced and the group leader has requested that the Director of Governance utilise his or her delegated authority within the Scheme of Delegations to give effect to the wishes of political groups in making the appointment.

Recording of Minutes

CP99 The minutes of the proceedings of each meeting and the names of the members present will be entered in a book. The minutes will be signed and each leaf comprising those minutes will be initialed at the next meeting, by the chair of that meeting.

Objection to Minutes

CP100 No motion or discussion will take place upon the minutes except on their accuracy, and any question of accuracy must be raised by motion.

Attendance

CP101 A member who is unable to attend a meeting will not be allowed to send a substitute or deputy to take their place at the meeting, unless Council has specifically agreed to waive this rule for a particular committee.

Powers and Duties

CP102 Each body will operate within the scheme of delegation of powers and duties, the terms of reference and allocation of functions, and the financial regulations approved by Council.

Voting

CP103 All questions coming or arising before a body will be decided by a majority of the members present and voting on the question. In the case of an equality of votes, the person presiding at the meeting will have a second or casting vote.

CP104 Where, immediately after a vote is taken at a meeting, any member so requires, the minutes of the meeting will record whether that person cast their vote for the question, against the question, or abstained from voting.

Reconsideration of Decision

CP105 Where a question coming or arising at a meeting has been decided in accordance with the provisions of Rule CP103, the matter will not be re-opened for further consideration at the same meeting.

Proceedings of Committee to Be Confidential

- CP106 A member present at a meeting from which the public has been excluded by resolution will not, without the permission of the body, disclose a matter dealt with or brought before it until the following times:
- a. in the case of the resolution requiring the approval of Council, until the agenda for the Council meeting has been circulated; or
 - b. in the case of a resolution passed under delegated powers, until the content of the resolution has been communicated to the news media by the chair or vice chair.

Disorderly Conduct and Suspension of Sitting

- CP107 Rules CP81 - CP85 will apply to all other meetings as they apply to meetings of Council, subject to the modification that the words "body" and "chair" will be substituted respectively for the words "Council" and "Mayor".

SUB BOARDS AND SUB COMMITTEES

- CP108 The provisions of Rules CP89 - CP107 will apply to sub boards and sub-committees equally as they apply to their parent bodies.

NEIGHBOURHOOD BOARDS, NEIGHBOURHOOD FORUMS AND WARD COMMITTEES

- CP109 The proceedings of neighbourhood boards, neighbourhood forums and ward committees shall be governed by such arrangements as may be approved by Council from time to time.
- CP110 A neighbourhood board or neighbourhood forum may make recommendations to an overview and scrutiny board. The board will report back on the action it proposes to take on any recommendations.

WARD COMMITTEES

- CP111 Ward committees may exercise functions, powers or duties delegated to them by Council or the Council Cabinet.
- CP112 In accordance with the Local Government (Committees and Political Groups) Regulations 1990 (the 1990 Regulations), ward committees:
- need not be politically balanced where they meet the requirements of regulation 16A of the 1990 Regulations;
 - can only include members of the local authority who are members for ward;
 - must not have functions in respect of an area of the local authority which is larger than two-fifths of the local authority in terms of either area or population;

- can include voting members who are not members of the local authority in respect of functions of the local authority that are described in regulations 4 and 5 of the 1990 Regulations.

CP113 Ward committees will be subject to the Access to Information Rules, where applicable.

CP114 The Chair of the ward committee will be appointed by Council. If the chair is absent, or refuses to act, the other members will appoint a chair for the meeting.