

Deleted: B5
Formatted: Right
Deleted: FULL COUNCIL PROCEDURE RULES

B5 FULL COUNCIL PROCEDURE RULES

1. Council Meetings

1.1 There are four types of Council meeting:

Deleted: three

1.1.1 the Annual meeting

Deleted: T

1.1.2 the budget-setting meeting

1.1.3 ordinary meetings

Deleted: 2

1.1.4 extraordinary meetings.

Deleted: 0

Deleted: 3

Deleted: E

1.2 These meetings will take place in accordance with the following procedure rules.

2. Annual Meeting of the Council

2.1 Timing

2.1.2 In a year when there is an ordinary election of councillors, the Annual meeting will take place within 21 days of the retirement of outgoing councillors. In any other year the Annual meeting of the Council will take place in March, April or May.

2.2 Business

2.2.1 The order of business at the Annual meeting will be:-

2.2.2.1 To elect a person to preside if the chairman and vice-chairman are absent.

2.2.2.2 To elect the Chairman of the Council.

Deleted:

2.2.2.3 To elect the Vice-Chairman of the Council.

2.2.2.4 To elect the Leader of the Council in the year following the election of all councillors.

2.2.2.5 To approve the minutes of the last meeting.

2.2.2.6 To receive any declarations of interest from members.

2.2.2.7 Chairman's announcements and communications.

2.2.2.8 Leader's announcements and communications.

- 2.2.2.9 At the discretion of the chairman, to permit public participation in accordance with the Public Participation Procedure as set out in Part A4 of the constitution.
- 2.2.2.10 To receive and consider recommendations of the Executive and committees and answer questions asked under Rule No 12.1. (Note: This item of business will not be dealt with at the Annual meeting held immediately following the election of the new Council.)
- 2.2.2.11 Subject to paragraph 2.5.1, to appoint overview and scrutiny committees (as set out in Part D (Overview and Scrutiny)), a Standards Committee (as set out in Part F (Ethical Governance)) and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the full Council nor are executive functions (as set out in Part E (Regulatory and other committees) of the constitution).
- 2.2.2.12 To agree the scheme of delegation or such part of it as the constitution provides it is for the Council to agree (as set out in Part E2 and H3 of the constitution).
- 2.2.2.13 To receive at the meeting immediately following an election of all councillors, a report from the Leader of the Council regarding the composition of the Executive for the coming year, the names of councillors he/she has chosen to be members of the Executive and the responsibilities to be held by those councillors together with a written record of the proposed Scheme of Delegation of Executive Functions. In any other year, to receive a report from the Leader on any changes to those appointments or delegations.
- 2.2.2.14 To make appointments to outside bodies in the year following an election of all councillors.
- 2.2.2.15 Other business, if any, specified in the summons.
- 2.2.2.16 To receive and consider an Annual report from its overview and scrutiny committees. (This item of business will not be dealt with at the annual meeting held immediately following an election of all councillors.)

Deleted:

Deleted:

2.2.2.17 To receive and consider an annual report from the Leader, outlining policy priorities for the forthcoming year. (This item of business will not be dealt with at the Annual meeting held immediately following an election of all councillors, but instead may be dealt with at the first ordinary meeting after the Annual meeting).

Deleted: ¶

2.3 Election of the Leader

Deleted: ¶

¶
¶
¶

2.3.1 The Leader is elected at:

2.3.1.1 The Annual meeting of the Council following an election of all councillors; or

2.3.1.2 The next meeting following the resignation, dismissal or vacation of office by the Leader.

2.3.2 The election of the Leader shall be conducted by the chairman on the basis of nominations being made and seconded and put to the vote. If there are more than two people nominated for the position of leader 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.

Deleted:

Deleted:

2.4 Dismissal of the Leader

2.4.1 Dismissal of the Leader can only be made on the basis of a motion signed by 10 members of the Council and included on the agenda for a Council meeting in accordance with the normal rules for notices of motion. The motion shall indicate the reasons for the proposed dismissal except in cases where the political control of the Council has changed. If approved, the dismissal will take immediate effect.

2.5 Appointment of Councillors on Committees

2.5.1 At the Annual meeting, the Council will:-

2.5.1.1 Confirm which committees to establish for the municipal year and their size and respective terms of reference;

2.5.1.2 Decide the allocation of seats (and substitutes where permitted) to political groups in accordance with the political balance rules;

2.5.1.3 Receive nominations from group leaders of members to serve on committees (and substitutes where permitted) and appoint to those committees;

- 2.5.1.4 Receive nominations of group leaders for the chairmen and vice-chairmen of committees and to appoint to those committees; and
- 2.5.1.5 Appoint co-opted members, as appropriate, to committees.

2.6 Variation of Membership

- 2.6.1 The Council may at any time (whether or not at the Annual meeting) amend the decisions made above.
- 2.6.2 The appropriate group leader or deputy group leader will notify the Monitoring Officer by formal notice, of any changes in membership of any committee, other forum or outside body allocated to their group, for report to the next meeting of the Council for information. Such notice shall be provided to the Monitoring Officer or his/her nominee prior to the commencement of the forum in question to enable it to have effect for that meeting.

2.7 Substitute Members

- 2.7.1 As well as allocating seats on committees, the Council will allocate seats for substitute members shown in 2.7.2 and 2.7.3 below.
- 2.7.2 For each committee or sub-committee, the Council will appoint half of the number of substitutes in respect of each political group as that group holds ordinary seats on that committee or sub-committee (being a minimum of one and rounded up by one in the case of odd numbers).
- 2.7.3 Each Independent elected member not belonging to a political group within the Council is entitled to nominate a substitute to attend one of these forums in his/her place.
- 2.7.4 A member who is unable to attend a meeting may arrange for one of the named substitutes appointed by the Council to attend in his/her place. Where such an arrangement has not been made, any of the named substitutes will be entitled to act as substitute for an absent member of their group.
- 2.7.5 Substitute members may attend the meeting in the capacity only:-
 - 2.7.5.1 To take the place of the ordinary member for whom they are the designated substitute;
 - 2.7.5.2 After the Monitoring Officer, or his/her nominee, has been notified before the meeting of the intended substitution;

2.7.5.3 After declaring his/her status as a substitute member at the start of the meeting.

2.7.6 The member substituted shall cease to be a member of the forum concerned throughout the meeting, including any adjournment, and the substitute attending the meeting shall be a full member of that forum for the same period.

3. THE BUDGET SETTING MEETING

Deleted: 3.

Deleted: ORDINARY MEETINGS

3.1 Timing

3.1.1 The budget setting meeting will take place in accordance with the Calendar of Meetings agreed annually by Council.

Formatted: Normal

3.1.2 However, the Chairman and Monitoring Officer may determine, having regard to special circumstances, that the budget setting meeting shall be held at such other place or time as they consider appropriate.

Formatted: Normal

3.2 Business

Deleted: 2

3.2.1 The order of business at every budget setting meeting of the Council shall be:

Formatted: Normal

3.2.1.1 To elect a person to preside if the Chairman and Vice-Chairman are absent

Formatted Table

3.2.1.2 To approve the minutes of the last ordinary meeting of the Council.

Formatted: Normal

3.2.1.3 To receive any declarations of interest from members of the Council.

Formatted: Normal

3.2.1.4 Announcements from the Chairman of the Council

Formatted: Normal

3.2.1.5 Announcements from the Leader of the Council

Formatted: Normal

3.2.1.6 Reports of the Statutory Officers, if any

Formatted Table

3.2.1.7 To receive and consider recommendations contained within reports of the Executive including

Formatted: Normal, Bulleted + Level: 1 + Aligned at: 0.63 cm + Tab after: 1.27 cm + Indent at: 1.27 cm

- The Members' Allowances Scheme
 - The Treasury Management Strategy
 - The Capital Programme Strategy
 - The Medium Term Financial Plan
- and additionally the formal Council Tax resolution.

3.2.1.8 Any other business specified in the summons.

3.2.2 It shall be the duty of the Monitoring Officer, after consultation with the Chairman, to refuse to accept any motion which in his/her reasonable opinion out of order or otherwise inappropriate and it shall be the duty of the Monitoring Officer, at the direction of the Chairman, to exclude all quotations, extracts or other matters which would not form a necessary part of the resolution should the motion be adopted.

Deleted: 2

Formatted: Normal

4. ORDINARY MEETINGS