

## Item 11 (iv) Appendix A

### B5 FULL COUNCIL PROCEDURE RULES

#### 4. ORDINARY MEETINGS

##### 4.1 Timing

- 4.1.1 Ordinary Council meetings will take place in accordance with the Calendar of Meetings agreed annually by the Council.
- 4.1.2 However, the chairman and Monitoring Officer may determine, having regard to special circumstances, that a particular ordinary meeting shall be held at such other place or time as they consider appropriate.
- 4.1.3 The Monitoring Officer, after consultation with the Chairman of the Council (or in his/her absence, the Vice-Chairman) shall be authorised to cancel an ordinary meeting when there is insufficient business.

##### 4.2 Business

- 4.2.1 The order of business at every ordinary meeting of the Council shall be:-
  - 4.2.1.1 To elect a person to preside if the Chairman and Vice-Chairman are absent.
  - 4.2.1.2 To approve the minutes of the last ordinary meeting of the Council.
  - 4.2.1.3 To receive any declarations of interests from members of the Council.
  - 4.2.1.4 A period of up to 15 minutes for public questions, statements and deputations and responses, in accordance with the Public Participation Procedure as set out at Part A4 (Citizens and the Council) of the constitution.
  - 4.2.1.5 A period of up to 30 minutes for presentation and discussion of petitions in accordance with the Public Participation Procedure as set out at Part A4 (Citizens and the Council) of the constitution.
  - 4.2.1.6 To deal with any business remaining from the previous meeting.

- 4.2.1.7 Chairman's announcements and communications. Deleted: 4
- 4.2.1.8 Leader's announcements and communications. Deleted: 5
- 4.2.1.9 Up to 3 reports from Executive Members on recent matters of interest, for which the presentation will take no more than 5 minutes per report. There will be a period of no more than 10 minutes per report during which questions may be asked by Council members on matters contained within the report. Deleted: 2  
Deleted: 6  
Deleted: 4.2.1.7  
Deleted: A period of up to 15 minutes for public questions, statements and deputations and responses, in accordance with the Public Participation Procedure as set out at Part A4 (Citizens and the Council) of the constitution.¶
- 4.2.1.10 Reports of the statutory officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), if any. Deleted: 4.2.1.8  
Deleted: A period of up to 30 minutes for presentation and discussion of petitions in accordance with the Public Participation Procedure as set out at Part A4 (Citizens and the Council) of the constitution.¶
- 4.2.1.11 To receive and consider recommendations contained within reports of the Executive and committees and answer questions asked under Rule No 13.1. Deleted: 4.2.1.9  
Deleted: To deal with any business remaining from the previous meeting.¶
- 4.2.1.12 To receive and consider any other reports of Executive Members containing recommendations to Council and answer questions under Rule No 13.1. Deleted: 0  
Deleted: and reports of the Bedfordshire Police Authority and Bedfordshire and Luton Combined Fire Authority
- 4.2.1.13 To receive and consider reports on the business of joint arrangements and external organisations and receive questions and answers thereon. Deleted: 2  
Deleted: 4.2.1.11  
Deleted: Members of the Council may also ask any question without notice on matters relating to the functions of Bedfordshire Police Authority and the Bedfordshire and Luton Combined Fire Authority. This period of questions and answers shall last no more than 10 minutes.¶
- 4.2.1.14 To receive and consider recommendations contained within reports of the Bedfordshire Police Authority and the Bedfordshire and Luton Combined Fire Authority and answer questions relating to the reports asked under Rule No 13.1. Deleted: 2  
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- 4.2.1.15 To consider motions by members of the Council under Rule No 16 in the order received. Deleted: 2  
Deleted: 3
- 4.2.1.16 To answer written questions from members of the Council asked under Rule No 13.2. Deleted: 2  
Deleted: 3
- 4.2.1.17 To answer open questions asked by members of the Council under Rule No 13.7. Deleted: 2  
Deleted: 4.2.1.18  
Deleted: Members of the Council may also ask any question without notice on matters relating to the ... 11

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- 4.2.1.18 To receive ward presentations by members of the Council under Rule No 15
  - 4.2.1.19 To debate strategic policy issues in accordance with Rule No 16
  - 4.2.1.20 Any other business specified in the summons.
- Deleted: 4.2.1.15
- Deleted: To consider motions by members of the Council under Rule No 16 in the order received.¶
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Members of the Council may also ask any question without notice on matters relating to the functions of Bedfordshire Police Authority and the Bedfordshire and Luton Combined Fire Authority which are included in a report before the meeting. This period of questions and answers shall last no more than 10 minutes.