

**PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 3 – COMMITTEE PROCEDURE RULES)**

Part 5 is set out in four sections as follows:

SECTION 1 – Council Procedure Rules

SECTION 2 – Cabinet Procedure Rules

SECTION 3 – Committee Procedure Rules

SECTION 4 – Public Speaking Rules

Contents

1. SCOPE.....	4
2. MEETINGS OF COMMITTEES.....	4
3. THE CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES	4
4. QUORUM.....	5
5. SUMMONS AND AGENDA FOR MEETINGS OF COMMITTEES.....	5
6. MINUTES	5
7. VOTING.....	6
8. ATTENDANCE BY MEMBERS AT MEETINGS OF WHICH THEY ARE NOT . MEMBERS	7
9. RULES OF DEBATE	7
10. RULES OF DEBATE FOR COMMITTEE MEETINGS	7
11. MEMBERS CONDUCT	10
12. DISTURBANCE BY THE PUBLIC	11
13. PREVIOUS DECISIONS.....	11
14. URGENT MATTERS.....	11
15. RECORD OF ATTENDANCES.....	12
16. SUBSTITUTION.....	12

PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES

1. SCOPE

1.1 These rules apply to meetings of the:

- Audit & Governance Committee
- Development Control Committee
- Licensing Committee
- Overview Select Committee
- Standards Committee
- Joint Area Committees

and all other Sub-Committees and Working Groups appointed by the Council.

1.2 All Committees, Sub-Committees and Working Groups will work within the responsibilities delegated to them as set out in Part 3 of this Constitution.

2. MEETINGS OF COMMITTEES

2.1 The meetings of Committees shall be held on the dates set out in the annual calendar of meetings approved by the Council.

2.2 If the Chairman of the Committee considers that the day fixed for a meeting is no longer suitable for that purpose or if there is insufficient business to justify the holding of the meeting, they shall, after consultation with the relevant lead officer, cancel that meeting and, if appropriate, fix an alternative day for the next meeting.

2.3 The Chairman of a Committee may call a special or extraordinary meeting of their Committee at any time.

3. THE CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES

3.1 The Chairman of a Committee shall preside over meetings of that Committee.

3.2 Any powers and duties assigned to the Chairman under these Committee Procedure Rules shall, in the absence of the Chairman, be undertaken by the Vice-Chairman.

3.3 Where both the Chairman and Vice-Chairman are absent from a meeting, the Committee shall as the first item of business at that meeting appoint another Member of the Committee to act as Chairman for that meeting.

PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES

4. QUORUM

- 4.1 The quorum of a meeting will be one third of the whole number of Members of the Committee, with the exception of the Standards Committee which has a quorum of three.
- 4.2 During any meeting, if the Chairman counts the number of Members present and declares that there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at the time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting of the Committee.

5. SUMMONS AND AGENDA FOR MEETINGS OF COMMITTEES

- 5.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules at Part 6 of this Constitution. At least five clear days before a meeting, the Chief Executive will send a summons to every Member of the Committee. 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.
- 5.2 Where a special or extraordinary meeting is convened at shorter notice, the summons will be issued at the time the meeting is convened.
- 5.3 No business other than that specified in the summons and the agenda shall be transacted at the meeting of the Committee except urgent items.
- 5.4 **Committee Agenda Items**

Any Member of the Council wishing to have an item placed on an agenda for a meeting of the Committee (other than by way of a Notice of Motion in accordance with Council Procedure Rule 14) shall contact the relevant Chairman requesting that an item be placed on the next available agenda and the decision of the Chairman, in consultation with the relevant Director/Group Head, shall be final as to whether that item falls within the terms of reference of the Committee and whether the item should be included on the agenda for a future meeting.

6. MINUTES

6.1 Signing the Minutes

The Chairman will sign the minutes of the proceedings at the next meeting. The Chairman 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.

**PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES**

6.2 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 suitable meeting (being called otherwise than under that paragraph) will be treated as a suitable meeting for the purpose of paragraphs 41 (1) and (2) of Schedule 12 relating to the signing of Minutes.

6.3 Form of Minutes

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

7. VOTING

7.1 Any question at any meeting of any Committee shall be determined by a show of hands by a majority of the Members present and voting.

7.2 A Member may ask for the vote on a particular matter to be recorded before the vote is taken. The names for and against the motion or amendment or those who abstained from voting will be taken down and entered into the minutes. Such a request will be allowed unless the Chairman considers the request frivolous or vexatious.

7.3 Where any Member requests it immediately after a vote is taken, their vote will be so recorded in the minutes to show whether the voted for or against the motion or recommendation or abstained from voting.

7.4 If there are equal numbers of votes for and against, the Chairman shall have a second or casting vote.

7.5 Voting at Development Control Committee

Voting on an officer recommendation at the Development Control Committee will follow the procedure set out in the Planning Local Code of Conduct included at Part 8 of this Constitution. However, Committee Procedure Rules 7.2 to 7.4 relating to recorded votes and equality of voting will still apply.

**PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES**

8. ATTENDANCE BY MEMBERS AT MEETINGS OF WHICH THEY ARE NOT MEMBERS

8.1 Addressing a Committee

A Member of the Council shall have the right to attend a meeting of any Committee of the Council of which he/she is not a member but he/she shall not be entitled to take part in any discussion or vote on any matter under consideration. They may, however, address a meeting of a Committee on a specified item or items of business with the permission of the Committee.

8.2 Acting as a Consultee

A Committee may invite any Member of the Council who is not a member of the Committee to attend one or more of its meetings as a consultee to:

- provide verbal or written answers to the Committee's questions; and/or
- make a verbal statement to the Committee; and/or
- provide a written statement to the Committee.

A Member attending a Committee as a consultee shall not be entitled to take part in any discussion or vote on any matter under consideration. They may, however, address the meeting with the permission of the Committee.

8.3 Acting as a Proposer of a Motion

A Member of Council who has proposed a motion which has been referred by the Council to a Committee shall receive notice of the meeting at which it is proposed to consider the motion. He/she shall have the right to attend the meeting and if he/she attends shall have an opportunity of speaking to the motion.

9. RULES OF DEBATE

- 9.1 The rules of debate in this Committee Procedure Rule shall apply to all the meetings of Committees and the references in the Committee Procedure Rule to "Member" shall also include co-opted Members.

10. RULES OF DEBATE FOR COMMITTEE MEETINGS

10.1 Speaking at Committee Meetings

A Member wishing to speak will raise their hand. If two or more Members indicate that they wish to speak, the Chairman will call them in turn to speak.

PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES

10.2 Content of Speeches

A Member shall speak on the question under discussion or a personal explanation or to a point of order.

10.3 Motions and Amendments

A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given, the Chairman may require it to be written down and handed to him/her before it is discussed.

10.4 Secunder's Speech

A Member when seconding a motion or amendment may reserve their speech until a later period of the debate.

10.5 Amendments to Motions

Every amendment shall be relevant to the motion on which it is moved and shall be:

- i. to leave out words; or
- ii. to leave out words and insert and add others; or
- iii. to insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Committee.

10.6 Two or More Amendments

Only one amendment may be moved and discussed at a time and no further amendments shall be moved until the amendment under discussion has been disposed of.

10.7 Position if an Amendment is Lost or Carried

If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

10.8 Withdrawal of the Motion

A motion or an amendment may be withdrawn by the mover with the consent of their seconder and no Member may speak upon it after it has been withdrawn.

10.9 Alteration of Motion

A Member may, with the consent of both the meeting and their seconder, alter a motion or amendment which they proposed or of which notice had been given. Only alterations which could have been moved as an amendment may be made.

PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES

10.10 Motions Which May be Moved During Debate

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

- i. to withdraw a motion
- ii. to amend a motion
- iii. to proceed to the next business
- iv. that the question be now put
- v. to adjourn a debate
- vi. to adjourn a meeting
- vii. to exclude the public and press in accordance with the Access to Information Rules set out in Part 6 of this Constitution; and
- viii. to not hear further a Member named or to exclude them from the meeting under Committee Procedure Rule 11.

10.11 Closure Motions

- a) A Member may move, without comment, the following motions at the end of a speech of another Member:
 - i. to proceed to the next business;
 - ii. that the question be now put;
 - iii. to adjourn a debate; or
 - iv. to adjourn a meeting.

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

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

- d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman 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.

PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES

- e) If a motion to adjourn the meeting is seconded and the Chairman thinks that the remaining business before the meeting cannot be sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover to any motion under discussion his/her right of reply. If a motion for the adjournment is carried, the remaining business shall stand adjourned to a time fixed by the Chairman at the time the meeting is adjourned, or otherwise, to the next ordinary meeting of the Committee.

10.12 Resumption after Adjournment

On resumption of an adjourned debate the Member who moved the adjournment is entitled to speak first.

10.13 Point of Order

A Member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Committee Procedure 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 Chairman on the matter will be final.

10.14 Personal Explanation

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

10.15 Officers of the Council

At the request of the Chairman, an officer of the Council may speak during a debate at the Committee meetings to respond to questions asked and statements made.

11. MEMBERS CONDUCT

11.1 General Disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks necessary. The Chairman's decision is final.

A Member shall comply with the Members' Code of Conduct as set out in Part 6 of this Constitution. Further to the Code of Conduct, a Member must withdraw from a meeting room during the consideration of any item of business in which he/she has a disclosable pecuniary interest.

**PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES**

11.2 Member not to be heard further

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

11.3 Member to leave the Meeting

If the Member continues to behave improperly after such a motion is carried, the Chairman 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.

12. DISTURBANCE BY THE PUBLIC

12.1 If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks necessary. The Chairman's decision is final.

12.2 If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman may adjourn the meeting for as long as he/she thinks necessary and will order their removal from the meeting room. The Chairman's decision is final.

12.3 If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The Chairman may adjourn the meeting for as long as he/she thinks necessary while the room is cleared. The Chairman's decision is final.

13. PREVIOUS DECISIONS

No resolution taken at a previous meeting of a Committee shall be rescinded or varied within six months unless notice has been given through a motion submitted in accordance with Council Procedure Rule 17.

14. URGENT MATTERS

In the event of an urgent matter arising between meetings of a Committee, the Chairman and Vice-Chairman of the Committee concerned, in consultation with the relevant Cabinet Member and Director/Group Head, shall be authorised to take appropriate action on the matter. Such action shall then be reported to the next meeting of the Committee for information.

PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 3 COMMITTEE PROCEDURE RULES

15. RECORD OF ATTENDANCES

Members of the Committee and any Co-opted Members shall sign their name in the Attendance Book to confirm their attendance at the meeting.

16. SUBSTITUTION

Where a Member is unable to attend a meeting, substitution arrangements will work to the requirements of Council Procedure Rule 27.