

These Procedure Rules regulate the proceedings of the Council meetings and the range of committees.

If a Member requires any advice on the operation of these Rules or the statutory provisions which affect Council or committee meetings, or on the declaration of interests at meetings, they should contact the Monitoring Officer or Deputy Monitoring Officer, or any of the Executive Directors, before the meeting and they will be pleased to assist. This does not preclude Members seeking advice during any Council or committee meeting.

1. Annual Meeting of the Council

Timing and business

- 1.1 In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.
- 1.2 The annual meeting will -
- a) elect a person to preside if the Chairman of Council is not present;
 - b) elect the Chairman of Council;
 - c) appoint the Vice-Chairman of Council;
 - d) approve the minutes of the last meeting;
 - e) consider the Monitoring Officer's report on the constitution – if any;
 - f) receive any declarations of interest from members;
 - g) appoint the Leader of the Council;
 - h) appoint the Deputy Leader(s) of the Council;
 - i) appoint such Committees as the Constitution requires;
 - j) consider any business set out in the notice convening the meeting.

Selection of Councillors on Committees and Outside Bodies

- 1.3 At the annual meeting, the Council will -
- a) decide which committees to establish for the municipal year;
 - b) decide the size and terms of reference for those committees;
 - c) decide the allocation of seats to political groups in accordance with the political balance rules;
 - d) receive nominations of Councillors to serve on each committee and outside body (where vacancies exist); and
 - e) appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council.

f) appoint Chairmen and Vice-Chairmen to serve on each Committee and determine the normal commencement time for each Committee

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the next ordinary meeting of the council.

21 Application to Committees and Sub-Committees

- 21.1 All the Council Procedure Rules apply to meetings of council with the exception of the Rules 22 – 27 below which relate solely to committees and sub-committees. Rules 4-8 (except Rule 8.1) and Rules 11, 12 and 14-19 above apply to meetings of committees and sub-committees (marked with an *).

Notes:

- With the exception of the Licensing and Regulatory Sub-Committees, all other sub-committees will be time limited.
- Public participation is permitted at meetings of Council and all Policy and Regulatory committees. Full details of the schemes are set out in leaflets available from the Council.

22 Powers of Committees

- 22.1 Except as otherwise provided by statute or a resolution of the Council, committees shall have delegated powers to act as set out in Part IV of this Constitution.

23 Chairmen of Committees

Election

- 23.1 ~~Every committee shall, at its first meeting before proceeding to any other business, elect a Chairman for the year and may at any time elect a Vice-Chairman.~~ In the absence from a meeting of the Chairman (and Vice-Chairman if elected), a Chairman shall be appointed for that meeting.

All Committee Chairmen and Vice-Chairmen will commit to undertake any training deemed necessary to undertake this role, over and above those requirements set out for regulatory committees in Section 4 of this Constitution subsequent to being elected to the role.

24 Special Meetings of Committees and Sub-Committees

- 24.1 The Chairman of a committee or sub-committee or the Chairman of Council may call a special meeting of the committee or sub-committee at any time by way of a request to the Head of Paid Service. A special meeting shall also be called on the requisition of a quarter of the whole number of the committee or sub-committee, delivered in writing to the Head of Paid Service, but in no case shall less than three members requisition a special meeting.

25 Attendance at Committees and Sub-Committees

- ~~25.1~~ A Member who has moved a motion which has been referred to a committee or sub-committee shall have notice of the meeting at which it

- b) the Chairman or in his/her absence the Vice-Chairman of any committee or sub-committee or
- c) the Leader of Council or in his/her absence the Deputy Leader of the Council

a question on any matter in relation to which the Council has powers or duties or which affects the District at ordinary meetings of the Council.

9.2 Notice of questions

- a) Questions may be asked under Rule 9.1 if at least three clear working days before the day of the meeting (excluding the day of the meeting) a question has been submitted in writing or e-mail to the Head of Paid Service i.e. normally by the end of Tuesday for a meeting the following Monday.
- b) A Member of the Council may ask the Chair of the Committee any question without notice upon a recommendation.

9.3 Number of questions/ statements

No members of the public may submit more than six questions per year.

9.4 Rejection of questions

The Head of Paid Service may reject a question if it breaches any Procedure Rules and if -

- a) it is not about a matter for which the local authority has a responsibility or which affects the district;
- b) it is defamatory, frivolous or offensive;
- c) it is substantially the same as a question which has previously been put at a meeting of the Council or Committee;
- d) it requires the disclosure of confidential or exempt information;
- e) it relates to an item on the agenda for that Council meeting;
- f) the member of the public has already asked six questions or statements in the civic year.

g) It is to be put to Council during the formal Pordah period and is, in the view of the Head of Paid Service, politically motivated and therefore an unjust use of Council resources and time.

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9.5 Response

- a) An answer may take the form of -
 - i) a direct oral answer;
 - ii) where the desired information is in a publication of the council or other published work, a reference to that publication; or
 - iii) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.
- b) Every question shall be put and answered, but the person to whom