

## **PART 4 RULES OF PROCEDURE**

### **4.1 COUNCIL PROCEDURE RULES**

#### **4.1.1 Meetings of the Council**

(1) Extraordinary Meetings

An Extraordinary Meeting of the Council may be called, for a specific purpose at any time, by;

- (i) the Chairman of the Council,
- (ii) five Members in accordance with the provisions contained in Appendix A,
- (iii) the Council by Resolution, the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer.

(3) Cancellation of Meetings

- (i) If the meeting is to be cancelled before the notice and summons has been sent out, this is to be agreed with the Chairman and Vice-Chairman of the Council and the Leader of the Council or Deputy Leader in his absence.
- (ii) No meeting of the Council shall be cancelled if the notice and summons has already been sent out.

(4) Time and Venue of Meetings

All meetings of the Council will be in accordance with the Meetings Schedule or at such other time and/or place as may be determined by the Chairman or, in the Chairman's absence, the Vice-Chairman in advance of the summons to the meeting being sent.

(5) Notice of and Summons to Meetings

At least five clear working days before a meeting, the Monitoring Officer will send a summons signed by her by post to every member of the Council or by leaving it at their usual place of residence or such other address as the member shall have notified to her in writing as the address to which he/she wishes summonses to be sent or by sending it in electronic form to a particular electronic address agreed by the member.

#### 4.1.2 Quorum

The quorum at a Meeting of the Council is one quarter of Members. If the meeting is inquorate, it shall stand adjourned in accordance with the provisions contained in Appendix C.

#### 4.1.3 Chairman and Vice Chairman

(1) Election of Chairman

The Chairman of the Council shall be elected annually by the Council from among the Members.

(2) Appointment of Vice Chairman

The Council shall appoint a member of the Council to be the Vice-Chairman of the Council.

(3) In the Absence of Chairman and Vice Chairman

In the absence of both Chairman and Vice-Chairman, those Members present will choose one of their number to preside at the meeting, and that person shall have the powers of the Chairman of the Council in relation to the conduct of the meeting. Where these rules apply to Committee and Sub-Committee meetings, references to the Chairman also include the Chairman of Committees and Sub-Committees.

#### 4.1.4 Record of Attendance

(1) Member Leaving a Meeting

A member leaving a meeting before its conclusion must first indicate to the Chairman their intention to leave.

(2) Attendance Register

An Attendance Register shall be circulated at each meeting of the Council and Members shall record their attendance at the meeting by signing the Register, and the names of Members attending the meeting will be recorded in the Minutes.

#### 4.1.5 Admission to Meetings

(1) Public

Meetings of the Council shall be open to the public except where the public and press may be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 17 - Disturbance by Members of the Public.

(2) Officers

The Chief Executive Officer, the Chief Finance Officer and the Monitoring Officer shall have the right to speak at meetings of the Council where it is appropriate to the dispatch of business that they should do so. Other Officers may, with the consent of the Chairman, speak at meetings of the Council when it is appropriate to the dispatch of business that factual information should be laid before the Council.

#### 4.1.6 Order of Business at Annual Meeting of Council

The annual meeting will;

- (1) elect the Chairman of Council,
- (2) appoint the Vice Chairman of Council,
- (3) elect a person to preside if the Chairman of Council is not present,
- (4) elect the Leader either annually or for a four year term at the first Annual Meeting after an ordinary election
- (5) receive the announcement of the appointment of the Deputy Leader and members of the Executive by the Leader,
- (6) receive the announcement of the allocation of the Portfolios to the Executive members,

- (7) appoint at least one Scrutiny Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions (as set out in Part 3 of this Constitution),
- (8) agree the scheme of delegation - or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution),
- (9) consider any business set out in the notice convening the meeting.
- (10) decide which Committees to establish for the municipal year,
- (11) decide the size and terms of reference for those Committees,
- (12) decide the allocation of seats to political groups in accordance with the political balance rules and subject to the time limits and procedure in Appendix B,
- (13) receive nominations of Members to serve on each Committee and outside body and appoint to those Committees and outside bodies except where appointment to those outside bodies has been delegated by the Council or is exercisable only by the Executive.

#### 4.1.7 Order of Business at Ordinary Council Meeting

- (1) Subject to what follows, the order of business at every Ordinary Meeting of the Council will be:-
- (2) to elect a Member (other than a Member of the Executive) to preside if the Chairman and Vice-Chairman are absent,
- (3) to deal with any business required by statute to be done before any other business,
- (4) to receive any declarations of interest from Members,
- (5) to approve as a correct record and sign the Minutes of the last meeting of the Council,
- (6) to dispose of business (if any) remaining from a previous meeting,
- (7) to receive reports, minutes and recommendations from the Executive and the Council's Committees,
- (8) to consider Notices of Motion in the order in which they have been received,

- (9) to answer questions asked under Council Procedure Rule 4.1.10.
- (10) to determine other business, if any, specified in the summons including consideration of proposals from the Executive in relation to the Council's Budget and Policy Framework and reports of Scrutiny Committee for debate.
- (11) to 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,
- (12) to receive reports about and receive questions and answers on the business of joint arrangements and external organisations,
- (13) the order of business (with the exception of items 4.1.7(2), 4.1.7(3) and 4.1.7(4) may be altered by the Chairman of the Council, or by a resolution following a Motion moved, seconded and put to the Meeting without debate.

#### 4.1.8 Order of Business at Extraordinary Meetings

The only business, which may be considered at an Extraordinary Meeting is such as is specified in the summons to the meeting.

#### 4.1.9 Use of Media and Other Communication Methods

Subject to Rule 4.1.17, a person may report on or provide commentary on the proceedings of a meeting using any means for enabling persons not present to see or hear proceedings of a meeting as it takes place or later.

#### 4.1.10 Questions

At ordinary meetings of the Council, questions may be asked by either a Member of the Council or a member of the public in accordance with the following rules of procedure.

(1) Questions upon an item of a report

A Member of the Council may ask the Leader, a member of the Executive or the Chair of a relevant Committee any question without notice upon an item of the report of the Executive or a Committee when the item is being received or is under consideration by the Council.

(2) Questions by Members of the Council and by the Public on Notice

- (i) Subject to these rules a Member of the Council or a member of the public may ask the Chair, a Member of the Executive or the Chair of any Committee any question on any matter in relation to which the Council has powers or duties or which affect the District.
- (ii) A question may only be asked if it has been set out in writing and a copy of it has been delivered to the Chief Executive Officer no later than 10am, seven clear days before the day of the meeting. Questioners must name the Member of the Council to whom the question is to be put; questions by the public must give the name and address of the questioner.
- (iii) In respect of a question by a Member of the Council, the Chair of the Council may agree to waive the requirements for notice in Rule 2(ii) provided that the Member asking the question has:
  - The consent of the person to whom the question is to be put; and
  - The question has been set out in writing and a copy of it has been delivered to the Chief Executive Officer no later than 9am on the day of the meeting.
- (iv) At any one meeting no person, Member of the Council or member of the public, may submit more than one question and no more than one question may be asked on behalf of one organisation. Questions will be asked in the date order notice of them was received, except that the Chair may group together similar questions.
- (v) Questions shall be put and answered without discussion, except where the Chair shall decide to allow a discussion, and the person to whom the question has been put may decline to answer. An answer may take the form of:
  - a direct oral answer;
  - where information requested is contained in a publication of the Council, a reference to that publication;
  - a written answer, provided to the questioner and to all Members of the Council, either during the meeting at which the question is asked or prior to the next ordinary meeting of the Council.

- (vi) At the meeting, questions, other than supplementary questions, and questions by Members upon an item of a report, shall be taken as read.
- (vii) If a questioner is unable to be present the Chair may ask the question on the questioner's behalf; indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.
- (viii) Upon receiving an answer the questioner may ask one supplementary question without notice of the Member to whom the question has been put. The supplementary question must arise directly out of the original question or the reply.

Answers to supplementary questions may take any of the forms set out in paragraph 4.1.10 (v) above.

- (ix) The Chief Executive Officer may reject a question in its entirety, or at a meeting the Chair may direct that a supplementary question is not valid and is to be rejected, if, in whole or part, it appears to him that:
  - it is not about a matter for which the Council has a responsibility or which affects the District;
  - it is defamatory, frivolous or offensive;
  - it is substantially the same as a question which has been put at a meeting of the Council in the past six months;
  - it requires the disclosure of confidential or exempt information;
  - it is substantially a statement or that its purpose is not primarily to seek information.

Rejected questions will include the reason for rejection.

- (x) The Chief Executive will cause a record to be made of each question, open to public inspection, and will as soon as is reasonably practicable send a copy of the question to the Member to whom it is to be put. Copies of all questions will be circulated to all Councillors and will be made available to the public attending the meeting.

(3) Questions on Notice at Committees and Sub – Committees

Subject to Rule (3) a Member of a Committee or Sub-Committee may ask the Chair of it a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that Committee or

Sub-Committee. These questions will be dealt with in the same way as questions at Council by Members and subject to the Chair's discretion.

#### 4.1.11 Notices of Motion

- (1) A Notice of Motion, other than one listed in Rule 4.1.13, must be given in writing to the Chief Executive Officer at least seven clear days before the relevant Meeting and must be signed by the Member(s) giving the notice.
- (2) The Chief Executive Officer shall, on receipt, date and number each Notice of Motion and retain a record, which any Member may inspect; and set out in the summons for the Council Meeting all Motions which comply with the requirements of paragraph 4.1.11 (1) of this Rule, in the order they have been received, unless the Member has in writing either withdrawn a motion or stated a wish to move it at a later meeting.
- (3) Motions must relate to matters where the Council has powers or duties or to matters which affect the inhabitants of the District.
- (4) The Council will treat as withdrawn any Motion not moved at the Meeting at which it appears on the summons, unless its postponement is agreed.

#### 4.1.12 Motions and Amendments with Notice

- (1) All motions and amendments shall be proposed and seconded before being discussed.
- (2) If the Chairman so requires, a motion or amendment shall be put in writing by the Proposer and handed to the Chairman.
- (3) An amendment to a motion must be relevant to the motion and will be either:-
  - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration,
  - (ii) to leave out words,
  - (iii) to leave out words and insert or add others; or,
  - (iv) to insert or add words.

As long as the effect of (ii) to (iv) is not to negate the motion.



#### 4.1.13 Motions and Amendments without notice.

- (1) A Member may move without notice any of the following motions and amendments:-
  - (i) to elect a Chairman for that Meeting or the remainder of the meeting, where the Chair/Vice Chair is not present.
  - (ii) motions relating to the accuracy of the minutes,
  - (iii) to vary the order of the agenda,
  - (iv) subject to the limitation set out in paragraph (vii) below of this Rule, a motion arising out of consideration of an item on the agenda, provided that the motion is relevant to that item and does not introduce any new subject matter,
  - (v) that a matter be referred, or referred back, to a committee or an appropriate body or individual,
  - (vi) that a body be appointed, or a person be appointed to a body including the appointment of a committee or a Member to a committee except where appointment of the outside body is exercisable only by the Executive,
  - (vii) to adopt reports and recommendations of committees or officers, but a Member cannot move a Motion or amendment which amends a decision made under powers delegated by the Council,
  - (viii) to withdraw a motion,
  - (ix) to extend the time limit for speeches,
  - (x) to amend a motion,
  - (xi) to move on to the next business on the agenda,
  - (xii) to put the question immediately to the vote,
  - (xiii) to adjourn the debate,
  - (xiv) to adjourn the meeting,
  - (xv) to suspend one or more Council Procedure Rules,
  - (xvi) to exclude the public from the Meeting under the Access

to Information Rules,

- (xvii) under Council Procedure Rule 4.1.15(11)(vii) and 4.1.16(1) - not to hear a Member further,
- (xviii) under Council Procedure Rule 4.1.15 (11) (viii) and 4.1.16(2) - the Chairman to require a Member to leave the Meeting,
- (xix) to give any consent required by the Council's Constitution.

#### 4.1.14 Council and Committee Minutes

- (1) The Chairman will sign the minutes of the proceedings at the next suitable meeting and will move that the minutes of the previous meeting(s) be signed as a correct record.

When 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 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.

- (2) No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.
- (3) Any Member of the Council wishing to speak shall first identify the minute to which he intends to refer.
- (4) The debate on any minute shall be concluded as to its accuracy before the Council debates any other minute of that Committee.
- (5) Where the Chairman is satisfied that there has been adequate discussion on any minute; s/he may decline to allow any further debate on it. When the discussion on a minute has concluded, the Chairman of the Committee shall reply to the discussion.
- (6) The signed copies of all minutes of the Council or Committees thereof shall be bound and retained in Governance.
- (7) Minutes will contain all motions and amendments in the exact order and form the Chairman put them.

- (8) Members may put questions for clarification, in respect of any Executive or Committee minutes contained within the latest minute book.
- (9) No amendments whatsoever may be moved to a Committee Minute where a decision has been taken by that Committee in pursuance of delegated powers.
- (10) Minutes shall be submitted to Council and signed by the Chairman at the next following Meeting of the Council unless that next Meeting is an Extraordinary Meeting.
- (11) Minutes shall be recorded as a suitable record in a book of loose leaf pages and contain all motions and amendments in the exact form and order the Chairman put them.

#### 4.1.15 Rules of Debate

(1) Respect for Chairman

- (i) Upon the Chairman arriving at the place of the meeting, all present shall stand and shall not sit until the Chairman has taken his seat.
- (ii) When the Chairman rises during a debate, any Member then standing must immediately stop speaking and sit down and the Council shall be silent.

(2) Standing when Speaking

A Member, when speaking, shall stand and address the Chairman.

(3) Chairman to Decide Order of Speaking

If two or more Members rise or indicate their wish to speak, the Chairman will call on one to speak and the other (or others) must then sit.

(4) Only One Member to Stand

While a Member is speaking, all other Members must remain seated and silent unless rising to a point of order or in personal explanation, in accordance with Council Procedure Rules.

(5) Speeches

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

(6) Reserving Speeches

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

(7) Content of Speech

A Member's speech must be directed solely to the matter under discussion or to a personal explanation or point of order.

(8) Length of Speech

A Member may not speak for more than five minutes, except by consent of the Council.

(9) When a Member May Speak Again on Motion

A Member who has spoken on any motion (and for this purpose each separate minute of a particular Executive, committee, sub-committee or joint committee, or any group of minutes being taken together will be regarded as a separate motion) shall not speak again until the debate on the motion has finished except:-

- (i) to speak once on an amendment moved by another Member,
- (ii) if the motion has been amended since the Member last spoke, to move a further amendment,
- (iii) if the Member's first speech was on an amendment moved by another Member, to speak on the main issue, whether or not that amendment was carried,
- (iv) in exercise of a right of reply,
- (v) on a point of order or by way of personal explanation.

(10) Debate on Amendment

- (i) Only one amendment may be moved and discussed at any time. No further amendment may be moved until the first amendment has been disposed of.

- (ii) If an amendment is lost a further, different, amendment may be moved.
- (iii) If an amendment is carried, the motion as amended takes the place of the original motion and becomes the substantive motion upon which any further amendments may be moved.
- (iv) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

(11) Motions Which May be Moved During Debate

When a motion is being debated, the only other motions which may be moved (either singly or combined and with any necessary added words) are:-

- (i) to withdraw a motion,
- (ii) to amend the motion,
- (iii) to adjourn the meeting,
- (iv) to adjourn the debate,
- (v) to move on to the next business,
- (vi) to put the question immediately to the vote,
- (vii) not to hear a Member further,
- (viii) to require a Member to leave the meeting,
- (ix) to exclude the public from the meeting under the Access to Information rules,
- (x) to suspend one or more Rules of the Constitution if permitted by the Constitution, (see 4.1.20.(1))
- (xi) to extend the time limit for speeches,
- (xii) to give any consent required by these Council Procedure Rules,

(12) Closure Motions

- (1) At the conclusion of a speech of another Member, a Member may move without comment that;

- (i) The debate be adjourned.
  - (ii) The meeting be adjourned.
  - (iii) The Council proceed to the next business, or;
  - (iv) The question be now put.
- (2) If the motion be seconded, the Chairman of the Council shall proceed as follows if in his opinion the question before the meeting has been sufficiently discussed;
- (i) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, the Chairman will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
  - (ii) 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 a right of reply before putting the motion to the vote.
  - (iii) 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, the Chairman will put the procedural motion to the vote without giving the mover of the original motion the right to reply.

(13) Amendment of Motion by Proposer

A Member may with the consent of the Council signified without discussion.

- (i) Alter a Motion of which the Member has given notice, or
- (ii) With the further consent of the Secunder, alter a Motion which the Member has moved

if (in either case) the alteration is one, which could be made as an amendment to the Motion. Council may signify its assent by a vote or otherwise as determined by the Chairman.

(14) Withdrawal of Motion by Proposer

A motion or amendment may be withdrawn by the Proposer with the consent of the Seconder and of the Council. The Council's consent will be signified without discussion.

(15) Withdrawn Motion

No Member may speak on a motion or amendment after the Proposer has asked to withdraw it unless permission has been refused.

(16) Right of Reply - Proposer of Motion Only

The Proposer of a Motion has the right to reply at the close of the debate on the Motion immediately before it is put to the vote.

(17) At the Close of a Debate on an Amendment

(i) The Proposer of the original motion has the right to reply, but may not otherwise speak on it.

(ii) The Proposer of the amendment has no right to reply to the debate on his or her amendment.

(18) 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 Council Procedure Rules or the law. The Member must indicate the rule or law and the way in which that Member considers it has been broken. The ruling of the Chairman on the matter will be final.

(19) 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 the 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.

#### 4.1.16 Disorderly Conduct

(1) 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.

(2) 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.

(3) General Disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as the Chairman thinks necessary.

#### 4.1.17 Disturbance by Members of the Public

If a member of the public interrupts the proceedings at any Meeting, the Chairman of the Council will warn the person concerned. If the interruption continues the Chairman of the Council shall order removal from the Council Chamber of that member(s) of the public. If there is general disturbance in any part of the Chamber open to the public the Chairman of the Council may call for that part to be cleared.

#### 4.1.18 Previous Decisions and Motions

(1) Motion to Rescind a Previous Decision

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 3 Members.

(2) Motion Similar to One Previously Rejected

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 3 Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

#### 4.1.19 Voting

(1) Majority



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.

(2) Show of Hands

Members will vote by show of hands unless a recorded vote or ballot is demanded under Rules 4.1.19(4) or 4.1.19(5);

(3) Chairman's Casting Vote

- (i) In the case of equality of votes, the person presiding at the meeting shall have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.
- (ii) In the case of an equality of votes upon an original motion, amendment or a substantive motion, if the Chairman declines to give a second or casting vote, such motion or amendment shall thereupon fail and not be again moved at that meeting.

(4) Recorded Vote

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 and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

Where matters affecting the Council's budget or Council Tax are considered by Council then a recorded vote will take place as a matter of course.

(5) Ballot

The vote will take place by ballot if 10 Members present at the meeting demand it. The Chairman will announce the numerical result of the ballot immediately the result is known.

(6) Right to Require Individual Vote to be Recorded

Where any Member so requires immediately after a vote has been taken, the minutes shall record that Member's vote for or against the question or abstaining from voting.

(7) Appointments

Where three or more Members are nominated for any position to be filled by the Council but there is no majority of the votes cast in favour of one candidate, then the candidate who received the least votes must be eliminated from the voting and a fresh vote taken and so on until a majority of votes is given in favour of one person.

(8) Misunderstanding

In the case of any misunderstanding concerning Members voting a further vote shall be taken on the requisition of 10 Members or at the discretion of the Chairman.

#### 4.1.20 Suspension and Amendment of Council Procedure Rule

(1) Suspension

All of these Council Rules of Procedure except 4.1.19(6) and 4.1.14(2) may be suspended by motion on notice 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.

(2) Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

#### 4.1.21 Access to Constitution for Members

A full version of the Constitution is available on the Council's web site.

#### 4.1.22 Application to Committees and Sub-Committees

All of the Council Rules of Procedure apply to meetings of Council. None of the rules apply to meetings of the Executive. Only Rules 4.1.1(2), 4.1.1 (3), 4.1.1(4), 4.1.1(5), 4.1.2, 4.1.3(3), 4.1.4, 4.1.5(1), 4.1.9, 4.1.10, 4.1.11, 4.1.12, 4.1.13 (other than 4.1.13(i), (ii) and (iv)), 4.1.14, 4.1.15, 4.1.16, 4.1.17, 4.1.18, 4.1.19, 4.1.20, 4.1.21, 4.1.23 apply to meetings of Committees and Sub-Committees, with appropriate amendments.

#### 4.1.23 Attendance at Committee Meetings by Members of the Council

- (1) Attendance by Members of the Council who are not Members of the Committee or Sub-Committee

A Member of the Council may, with the approval of the appropriate Chairman, attend any meeting of a Committee or Sub-Committee and, if so invited by the Chairman of that Committee or Sub-Committee, may speak but not vote on business before that meeting.

- (2) Occasions when Members who are not Members of the Committee or Sub-Committee may not attend

No Member of the Council shall attend any Standing Committee, Standing Sub-Committee or any other Committee, Sub-Committee or other body set up by the Council of which s/he is not a member whilst that Committee or Sub-Committee or other body is exercising any function which, in the opinion of the Chief Executive Officer, is engaged in interviewing candidates for any position with the Council or in exercising any appellate functions relating to appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council.

- (3) Attendance for Exempt Items

In the event of any Committee or Sub-Committee deciding, in accordance with Access to Information Procedure Rules to exclude the public whilst any matter of a confidential or exempt nature is discussed, any member of the Council who is present who is not a Member of that Committee or Sub-Committee may remain unless the Committee or Sub-Committee ask him to leave or s/he is precluded by any other Rule or Code of Conduct issue from remaining. In the case of Sub-Committee and Working Party meetings, which are not ordinarily open to the press and public, it shall similarly be open to the Sub-Committee or Working Party to ask a non-member to leave.

APPENDIX 'A'	
<u>EXTRAORDINARY MEETINGS</u>	
(1)	An Extraordinary Meeting of the Council may be called at any time by the Chairman. If the Chairman refuses to call an Extraordinary Meeting of the Council after a requisition for that purpose signed by five members of the Council has been presented to him, or if, without so refusing, the Chairman does not call an Extraordinary Meeting within seven days after the requisition has been presented to him, then any five members of the Council on that refusal or on expiration of those seven days, as the case may be, may forthwith call an Extraordinary Meeting of the Council.
(2)	No business shall be considered at any Extraordinary Meeting save such as is specified in a resolution of the Council or Committee as the case may be or on the direction of the Chairman or in the requisition presented to him by Members.

APPENDIX 'B'	
<u>PROPORTIONALITY RULES</u>	
(1)	Eight working days in advance of the Annual Meeting of the Council, the Chief Executive Officer shall inform the Leader of each of the Political Groups showing what allocation of seats would in the Chief Executive's opinion best meet the requirements of section 15 of the Local Government and Housing Act 1989.
(2)	Proposed nominations to Committees by the Political Groups must be given to the Chief Executive Officer seven working days prior to the Annual Meeting of the Council, or as soon as practicable before the Annual General Meeting.
(3)	In years where no District Council elections are held, the procedure outlined above will be followed. In election years, the notice will be sent by the Chief Executive Officer as soon as practicable following the elections and the political parties to respond as soon as practicable in advance of the Annual Meeting.

APPENDIX 'C'	
<u>QUORUM</u>	
(1)	If within fifteen minutes after the time fixed for any meeting a quorum of Members is not be present, the Members present, or a majority of them, or if only one Member is present, then that Member, or if no Member be present, then the Chief Executive Officer, or next Senior Officer, shall adjourn such meeting to some other time before the next Ordinary Meeting, and an entry of such adjournment shall be made in the minute book.

(2)	If at any time, more than one third of Members of the Council become disqualified, then, until the number of Members in office is increased to not less than two thirds of the whole number of Members of the Council, the quorum of the Council shall be determined by reference to the number of Members of the Council remaining qualified instead of by reference to the whole number of Members of the Council.
(3)	If during any meeting of the Council the Chairman, after counting the number of Members present declares that there is not a quorum present, the meeting shall stand adjourned until the next ordinary meeting, unless an extraordinary meeting is convened for the purpose of completing the remaining business.
(4)	A quorum found to be present at any meeting of the Council shall be deemed to continue to be present at that meeting until found otherwise under (3) above.