

Council Meeting Rules

This content is intended as a precis of elements of the Constitution relating to the make up of the Council, Committees, etc. It also lists (i) the standard items of business, (ii) the order of those items of business, and (iii) the Motions that can be moved without notice, at a meeting. In some places the Constitution will refer to this content to identify which item of business/Motion/etc a particular meeting can consider/deal with. If there is any conflict between the wording of the Constitution and the contents of this content, the Constitution will prevail.

References to [A], [B], [C], etc, are to the notes at the bottom of the content.

Council

Constitution of Body	
Where to look for terms of reference, powers, etc	Part 4
Membership [A] - number of Councillors appointed as Members of Body	43 (all)
Substitutes appointed?	N/A
Members appointed by?	Election
Quorum	11
Councillor Membership politically balanced?	N/A
Number of other Members (see notes below and Constitution for who, how appointed, etc)	None

Standard Items of Business at Meeting (order cannot be varied)			
Annual meeting	Budget meeting	Ordinary meeting	Extraordinary meeting

Standard Items of Business at Meeting (order cannot be varied)

Elect a Member to preside if Chairman/Vice-Chairman of Body not present

Yes	Yes	Yes	Yes
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Receive apologies for inability to attend the meeting

Yes	Yes	Yes	Yes
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Chairman's remarks

Yes	Yes	Yes	Yes
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Elect Chairman of Body (annually at Annual Meeting unless vacancy)

[B]	No	No	No
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Elect Vice-Chairman of Body (annually at Annual Meeting unless vacancy)

Yes	No	No	No
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Approve Minutes of previous meeting(s)

Yes	Yes	Yes	No
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Standard Items of Business at Meeting (order cannot be varied)

Receive Declarations of Interest

Yes	Yes	Yes	Yes
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Elect Leader of Council (four-yearly at First Annual Meeting after elections unless vacancy)

[B]	No	No	No
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Receive Leader's notification of number and membership of Executive (annually at Annual Meeting, unless change)

Yes	No	No	No
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Receive announcements from Chairman/Leader/Executive/Head of Paid Service

Yes	Yes	Yes	No
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Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)

Annual meeting	Budget meeting	Ordinary meeting	Extraordinary meeting
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Receive Petitions

Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)

No

No

Yes

No

Respond to public written questions

No

No

Yes

No

Decide on Committees, size, terms of reference, allocation of seats, etc

Yes

No

No

No

Appoint Councillors to Committees

Yes

No

Yes

No

Appoint Councillors to Outside Bodies (if not delegated, eg to Leader)

Yes

No

Yes

No

Agree any amendments to Constitution

Yes

No

Yes

No

Respond to Petitions previously received

Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)

No

No

Yes

No

Consider Reports and Proposals from Executive/Scrutiny Commission/Officers

No

Yes

Yes

No

Deal with matters referred from Council/Scrutiny Commission

No

No

No

No

Receive Reports on joint arrangements/external organisations and receive questions/provide answers on such

No

No

Yes

No

Consider Motions submitted by Members

No

[C]

Yes

No

Respond to Councillors' written questions

No

No

Yes

No

Consider Called In item

Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)

No	No	No	No
Consider business/any other business specified in the Agenda			
Yes	Yes	Yes	Yes

Procedural Motions that may be moved without notice

Annual meeting	Budget meeting	Ordinary meeting	Extraordinary meeting
Appoint a Chairman for meeting if Chairman/Vice-Chairman absent			
Yes	Yes	Yes	Yes
Accuracy of Minutes			
Yes	Yes	Yes	Yes
Closure or adjournment of the meeting			
Yes	Yes	Yes	Yes

Procedural Motions that may be moved without notice

Order of or next business

Yes

Yes

Yes

Yes

Refer any matter to Council/Executive/Committee/Statutory Officer

Yes

Yes

Yes

Yes

Establish a Committee and appoint members if such if arises from an Agenda item

Yes

Yes

Yes

Yes

Establish a Task Group and appoint members if such if arises from an Agenda item

Yes

Yes

Yes

Yes

Establish a Sub-Committee and appoint members if such if arises from an Agenda item

Yes

Yes

Yes

Yes

Withdraw a Motion or amendment with leave of the Chairman

Procedural Motions that may be moved without notice

Yes	Yes	Yes	Yes
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Amend a Motion as permitted

Yes	Yes	Yes	Yes
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Amend the time limit for speeches (if any)

Yes	Yes	Yes	Yes
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Allow member of the public to speak in accordance with Rules

Yes	Yes	Yes	Yes
------------	------------	------------	------------

Allow continuation of meeting past 22:00

Yes	Yes	Yes	Yes
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Suspend a Rule of Procedure where permitted

Yes	Yes	Yes	Yes
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Exclude the press and public in accordance with the statutory provisions

Procedural Motions that may be moved without notice			
Yes	Yes	Yes	Yes
A Member named for disorderly conduct not to be further heard/leave the meeting			
Yes	Yes	Yes	Yes
A Closure Motion			
Yes	Yes	Yes	Yes

A Each Councillors' terms of office starts on the fourth day after being elected and finishes (except for the Chairman of Council and Leader of Council - see [B]) on the fourth day after the date of the next all council elections.

B The Chairman of Council and Leader of Council continue as Councillors (and thus in post) until the agenda items for election of Chairman and Leader at the first Annual Meeting of Council after all council elections.

C Only Motions relating to Revenue and Expenditure may be considered at the Budget Meeting of Council.