

Executive 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.

Executive

Constitution of Body	
Where to look for terms of reference, powers, etc	Part 5
Membership [A] - number of Councillors appointed as Members of Body	2 to 9
Substitutes appointed?	No
Members appointed by?	Leader
Quorum	4
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)	
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

Receive apologies for inability to attend the meeting

Yes

Yes

Chairman's remarks

No

No

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

[D]

No

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

No

No

Approve Minutes of previous meeting(s)

Yes

No

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

Receive Declarations of Interest

Yes

Yes

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

No

No

Receive Leader's notification of number and membership of Executive (annually at Annual Meeting, unless change)

No

No

Receive announcements from Chairman/Leader/Executive/Head of Paid Service

Yes

No

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

Ordinary meeting

Extraordinary meeting

Receive Petitions

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

Yes

No

Respond to public written questions

Yes

No

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

No

No

Appoint Councillors to Committees

No

No

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

No

No

Agree any amendments to Constitution

No

No

Respond to Petitions previously received

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

Yes

No

Consider Reports and Proposals from Executive/Scrutiny Commission/Officers

Yes

No

Deal with matters referred from Council/Scrutiny Commission

Yes

No

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

Yes

No

Consider Motions submitted by Members

Yes

Yes

Respond to Councillors' written questions

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

Consider business/any other business specified in the Agenda

Yes

Yes

Procedural Motions that may be moved without notice

Ordinary meeting

Extraordinary meeting

Appoint a Chairman for meeting if Chairman/Vice-Chairman absent

Yes

Yes

Accuracy of Minutes

Yes

Yes

Closure or adjournment of the meeting

Yes

Yes

Procedural Motions that may be moved without notice

Order of or next business

Yes

Yes

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

Yes

Yes

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

Yes

Yes

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

Yes

Yes

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

Yes

Yes

Withdraw a Motion or amendment with leave of the Chairman

Procedural Motions that may be moved without notice

Yes

Yes

Amend a Motion as permitted

Yes

Yes

Amend the time limit for speeches (if any)

Yes

Yes

Allow member of the public to speak in accordance with Rules

Yes

Yes

Allow continuation of meeting past 22:00

Yes

Yes

Suspend a Rule of Procedure where permitted

Yes

Yes

Exclude the press and public in accordance with the statutory provisions

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

D The Leader of Council chairs the Executive.