

Governance 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.

Governance

Constitution of Body	Annual Meeting, Ordinary Meeting, Extraordinary Meeting	Advisory Panel meeting
Where to look for terms of reference, powers, etc	Part 6.2	Part 6.2
Membership [A] - number of Councillors appointed as Members of Body	8	4 [K]
Substitutes appointed?	Yes	[L]
Members appointed by?	Council	Council
Quorum	4	3
Councillor Membership politically balanced?	Yes	No [K]
Number of other Members (see notes below and	2 [J]	4 [K]

Constitution of Body	Annual Meeting, Ordinary Meeting, Extraordinary Meeting	Advisory Panel meeting
Constitution for who, how appointed, etc)		

Standard Items of Business at Meeting (order cannot be varied)			
Annual meeting	Ordinary meeting	Extraordinary meeting	Advisory Panel meeting
Elect a Member to preside if Chairman/Vice-Chairman of Body not present			
No	Yes	Yes	Yes
Receive apologies for inability to attend the meeting			
[F]	Yes	Yes	Yes
Chairman's remarks			
No	No	No	No

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

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

[F]

No

No

Yes

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

[F]

No

No

Yes

Approve Minutes of previous meeting(s)

No

Yes

No

No

Receive Declarations of Interest

No

Yes

Yes

Yes

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

No

No

No

No

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

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

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

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

Annual meeting	Ordinary meeting	Extraordinary meeting	Advisory Panel meeting
Receive Petitions			
No	No	No	No
Respond to public written questions			
No	No	No	No
Decide on Committees, size, terms of reference, allocation of seats, etc			
No	No	No	No

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

Appoint Councillors to Committees

No

No

No

No

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

No

No

No

No

Agree any amendments to Constitution

No

No

No

No

Respond to Petitions previously received

No

No

No

No

Consider Reports and Proposals from Executive/Scrutiny Commission/Officers

No

Yes

No

Yes

Deal with matters referred from Council/Scrutiny Commission

No

Yes

No

No

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

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

No

No

No

No

Consider Motions submitted by Members

No

No

No

No

Respond to Councillors' written questions

No

No

No

No

Consider Called In item

No

No

No

No

Consider business/any other business specified in the Agenda

No

Yes

Yes

No

Procedural Motions that may be moved without notice

Annual meeting	Budget meeting	Ordinary meeting	Advisory Panel meeting
Appoint a Chairman for meeting if Chairman/Vice-Chairman absent			
No	Yes	Yes	No
Accuracy of Minutes			
No	Yes	Yes	No
Closure or adjournment of the meeting			
No	Yes	Yes	No
Order of or next business			
No	Yes	Yes	No
Refer any matter to Council/Executive/Committee/Statutory Officer			
No	Yes	Yes	Yes

Procedural Motions that may be moved without notice

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

No

No

No

No

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

No

Yes

Yes

No

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

No

Yes

Yes

No

Withdraw a Motion or amendment with leave of the Chairman

No

Yes

Yes

No

Amend a Motion as permitted

No

Yes

Yes

No

Amend the time limit for speeches (if any)

No

Yes

Yes

No

Procedural Motions that may be moved without notice

Allow member of the public to speak in accordance with Rules

No

Yes

Yes

No

Allow continuation of meeting past 22:00

Yes

Yes

Yes

Yes

Suspend a Rule of Procedure where permitted

No

Yes

Yes

No

Exclude the press and public in accordance with the statutory provisions

No

Yes

Yes

No

A Member named for disorderly conduct not to be further heard/leave the meeting

No

Yes

Yes

No

A Closure Motion

No

Yes

Yes

No

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.

F At the first meeting of a committee in the municipal year, the Clerk will (i) take apologies for absence and (ii) seek nominations for Chairman, then the (newly) elected Chairman (or the Clerk if they are absent) will take nominations for Vice-Chairman.

J The Governance Committee membership is comprised of eight Councillors plus two Parish Council representatives

K The Advisory Panel membership comprises two Councillors from the Administration, two from the main opposition party, two Parish or Town Councillors and two (out of three) Independent Persons.

L There are no substitutes for Councillor members of the Advisory Panel, but there are two Parish Council member substitutes (and three Independent Persons, with two sitting on a Panel).