

Personnel Meeting Rules

The relevant rules and procedures relating to Personnel meetings

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.

Personnel

Constitution of Body	
Where to look for terms of reference, powers, etc	Part 6.7
Membership [A] - number of Councillors appointed as Members of Body	5
Substitutes appointed?	Yes
Members appointed by?	Council
Quorum	4
Councillor Membership politically balanced?	Yes
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	Ordinary meeting	Extraordinary meeting
Elect a Member to preside if Chairman/Vice-Chairman of Body not present		
No	Yes	Yes
Receive apologies for inability to attend the meeting		
[F]	Yes	Yes
Chairman's remarks		
No	No	No
Elect Chairman of Body (annually at Annual Meeting unless vacancy)		
[F]	No	No
Elect Vice-Chairman of Body (annually at Annual Meeting unless vacancy)		
[F]	No	No

Standard Items of Business at Meeting (order cannot be varied)		
Approve Minutes of previous meeting(s)		
No	Yes	No
Receive Declarations of Interest		
No	Yes	Yes
Elect Leader of Council (four-yearly at First Annual Meeting after elections unless vacancy)		
No	No	No
Receive Leader's notification of number and membership of Executive (annually at Annual Meeting, unless change)		
No	No	No
Receive announcements from Chairman/Leader/Executive/Head of Paid Service		
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
Receive Petitions		
No	No	No
Respond to public written questions		
No	No	No
Decide on Committees, size, terms of reference, allocation of seats, etc		
No	No	No
Appoint Councillors to Committees		
No	No	No
Appoint Councillors to Outside Bodies (if not delegated, eg to Leader)		
No	No	No

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

Agree any amendments to Constitution

No

No

No

Respond to Petitions previously received

No

No

No

Consider Reports and Proposals from Executive/Scrutiny Commission/Officers

No

Yes

No

Deal with matters referred from Council/Scrutiny Commission

No

Yes

No

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

No

No

No

Consider Motions submitted by Members

No

No

No

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

Respond to Councillors' written questions

No

No

No

Consider Called In item

No

No

No

Consider business/any other business specified in the Agenda

No

Yes

Yes

Procedural Motions that may be moved without notice

Annual meeting

Ordinary meeting

Extraordinary meeting

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

No

Yes

Yes

Accuracy of Minutes

Procedural Motions that may be moved without notice		
No	Yes	Yes
Closure or adjournment of the meeting		
No	Yes	Yes
Order of or next business		
No	Yes	Yes
Refer any matter to Council/Executive/Committee/Statutory Officer		
No	Yes	Yes
Establish a Committee and appoint members if such if arises from an Agenda item		
No	No	No
Establish a Task Group and appoint members if such if arises from an Agenda item		
No	Yes	Yes

Procedural Motions that may be moved without notice		
Establish a Sub-Committee and appoint members if such if arises from an Agenda item		
No	Yes	Yes
Withdraw a Motion or amendment with leave of the Chairman		
No	Yes	Yes
Amend a Motion as permitted		
No	Yes	Yes
Amend the time limit for speeches (if any)		
No	Yes	Yes
Allow member of the public to speak in accordance with Rules		
No	Yes	Yes
Allow continuation of meeting past 22:00		
Yes	Yes	Yes

Procedural Motions that may be moved without notice		
Suspend a Rule of Procedure where permitted		
No	Yes	Yes
Exclude the press and public in accordance with the statutory provisions		
No	Yes	Yes
A Member named for disorderly conduct not to be further heard/leave the meeting		
No	Yes	Yes
A Closure Motion		
No	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.

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.