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## Part 2 – Committee Procedure Rules

### 1. Time and Place of Meeting

- 1.1 The time and place of any meeting will be determined by the Monitoring Officer and notified in the summons.

### 2. Meetings

- 2.1 The Monitoring Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. The Agenda for a meeting will give the date, time and place of each meeting, specify the business to be transacted, and will be accompanied by such reports as are available.
- 2.2 The Chair (or in his/her absence, the Vice Chair) may cancel or postpone an ordinary meeting prior to the issue of an Agenda for the meeting where, after consultation with the Monitoring Officer, the Chair (or in his/her absence, the Vice Chair) considers that there is insufficient business to transact or where an event occurs which the Chair (or in his/her absence, the Vice Chair) considers would make it inappropriate to hold the meeting on the intended date. If circumstances make it impossible for a meeting to be held as convened, the Chair (or in his/her absence, the Vice Chair), after consultation with the Monitoring Officer may postpone an ordinary meeting and hold the meeting on a date to be agreed.
- 2.3 The Monitoring Officer may call an extraordinary meeting of a Committee, after giving consideration to a request by either:
- (a) The Chair of the relevant Committee, or in the Chair's absence, the Vice-Chair
  - (b) A quorum of the Members of a Committee

### 3. Chair of Meeting

- 3.1 The Chair and Vice Chair of each Committee shall be appointed by the Council at its Annual Meeting.
- 3.2 Where both the Chair and Vice Chair are not present or able to act in respect of a particular item of business at a meeting, it is necessary to elect a person to preside over the meeting, or particular item of business, in their absence.
- 3.3 In any such case, the Democratic Services Officer in attendance at the meeting shall invite nominations from those members of the Committee for a person to preside at the meeting or in respect of the particular item, as necessary.
- 3.4 If there is more than one nomination, any vote that may be required can be determined by a simple majority of votes from those members of the Committee.
- 3.5 If there are more than two people nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. If there is still an equality of votes, the matter shall be determined by the drawing of lots.

3.6 The person presiding at the meeting may exercise any power or duty of the Chair.

#### **4. Quorum**

4.1 The quorum of a meeting will be one quarter of the whole number of Members, provided that in no case shall the quorum of a Committee be less than three Members. During the meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn for 15 minutes. If after that time the Chair counts the number of Members present and declares that there is still no quorum the meeting will adjourn. The remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date the remaining business will be considered at the next ordinary meeting.

#### **5. Voting**

##### **Majority**

5.1 Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present at the time the question was put.

##### **Chair's casting vote**

5.2 If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

##### **Show of hands**

5.3 Unless a ballot or recorded vote is demanded under Rules 5.4 or 5.5 below, the Chair will take the vote by a show of hands, or if there is no dissent, by the affirmation of the meeting.

##### **Ballots**

5.4 The votes will take place by ballot if a majority of the Members present at the meeting demand it. The Chair will announce the numerical result of the ballot immediately the result is known.

##### **Recorded vote**

5.5 If no less than one fifth of the Committee's Membership demand it at the meeting, 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.

##### **Recording of votes at the Planning Committee**

5.6 In cases where the Planning Committee votes on an application or enforcement matter to be determined by the Council, the Clerk to the Planning Committee shall record in writing and shall enter into the minutes the names of those Members voting for, against or abstaining from any such vote.

### **Right to require individual vote to be recorded**

- 5.7 Where any Member requests it immediately after a vote is taken, his/her vote will be so recorded in the minutes to show whether he/she voted for or against the motion or abstained from voting.

### **Voting on appointments**

- 5.8 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## **6. Minutes**

### **Signing the minutes**

- 6.1 The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as an accurate record. The only part of the minutes that can be discussed is their accuracy.

### **Form of minutes**

- 6.2 Minutes will contain all motions and amendments in the exact form and order as put to the meeting.

## **7. Exclusion of Public**

- 7.1 Members of the public and press may only be excluded either in accordance with the Access to Information Rules or the Council Procedure and Rules.

## **8. Member's Conduct**

### **Chair Standing**

- 8.1 When the Chair stands during a debate, any Member speaking at the time must stop. The meeting must be silent.

### **Member not to be heard further**

- 8.2 If a Member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

### **Member to leave the meeting**

- 8.3 If the Member continues to behave improperly after such a motion is carried, the Chair 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.

## **9. Disturbance**

### **General disturbance**

- 9.1 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

### **Removal of member of the public**

- 9.2 If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair may order their removal from the meeting room.

### **Clearance of part of a meeting room**

- 9.3 If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared, and may adjourn the meeting for 15 minutes or other suitable period.

## **10. Motion affecting persons employed by the Council**

- 10.1 If any matter arises at a meeting to which the Local Government Act 1972 applies by virtue of section 100 (A) (2) or (4) as to the appointment, promotion, dismissal, salary, superannuation, or conditions of service or as to the conduct of any person employed by the Council, such matter shall not be the subject of discussion until the Committee has decided whether or not the power to exclude the public under section 100 (A) (2) or (4) of the Local Government Act 1972 shall be exercised.

## **11. Petitions**

- 11.1 Committees may be presented with petitions in accordance with the Council's Petition Scheme.

## **12. Rules of Debate**

- 12.1 The Rules of debate that apply to Council meetings set out in Chapter 2, Part 2, may be applied to meetings of Committees to the extent that the Chair considers appropriate.

## **13. Participation of Appointed Members**

- 13.1 A Committee may make it a requirement of any Member participating as a Member of the Committee or of a Sub-Committee that the Member has undertaken appropriate training in the roles and responsibilities of Members in discharging the functions of the Committee or Sub-Committee, and may arrange for the provision of such training to all, or all new, Members of the Committee or Sub-Committee.
- 13.2 Enhanced DBS checks are carried out for all elected Members and any co-opted Members who are appointed to a committee or board which discharges education or social services functions. These checks will be carried out strictly in line with the Council DBS policy and any current eligibility guidance from a relevant DBS agency.

## **14. Attendance of other Members of the Council**

- 14.1 A Member who is not a Member of the particular Committee or Sub-Committee may attend all meetings of any Committee or Sub-Committee, save that he/she shall withdraw from any part of a meeting from which the Committee or Sub-Committee excludes press and public unless specifically invited to remain by the Chair because of the special contribution which he/she can bring to the issue under consideration.

## **15. Recording of Meetings**

- 15.1 Meetings of Council, the Planning Committee, the General Services Committee and Licensing Sub-Committees are routinely recorded and, on occasion, a recording may be made of any other Committee meeting.
- 15.2 Where a meeting is to be recorded, the Chair will make an announcement to this effect prior to the start of the meeting.
- 15.3 Recordings of meetings will be kept for a period not exceeding 12 months.

## **16. Admission to and reporting of meetings**

- 16.1 The Openness of Local Government Bodies Regulations 2014, allow any person to attend and report on meetings, or those parts of meetings, that are open to the public using any communication methods, including the internet, to publish, post or otherwise share the results of their reporting activities. "Reporting" is defined in the Regulations as:
- (a) Filming, photographing or making an audio recording of proceedings at a meeting
  - (b) Using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
  - (c) Reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to persons not present
- 16.2 If, at any time during the meeting, the Chair feels that filming, recording, reporting or photography is disrupting proceedings, the provisions set out in Rules 9.1, 9.2 and 9.3 will apply.
- 16.3 In any instance where the press and public have been excluded from the meeting in accordance with the provisions set out in Chapter 8 of this Constitution, the Council will not allow reporting on the meeting using methods which:
- (a) can be used without that person's presence at the meeting
  - (b) enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later

## **17. Duration of Meeting**

### **Termination of Meetings**

- 17.1 If the business of the meeting has not been concluded by two and a half hours after its start, the Chair must interrupt the meeting. The Chair will then and without debate take a vote as to whether to continue with the meeting. Unless a majority of Members vote to continue with the meeting, the meeting shall be adjourned and any remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next meeting.