Council Procedure Rules
Part 4 of the Council Constitution

(as adopted by Council on 12 October 2017)

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The Councillors’ Promise

Adapted from Part 1 of the Council Constitution
(the Summary and Explanation)

Councillors are elected to represent our local community and they each promise to ensure that the Borough is governed fairly, lawfully and without fear or favour.

Councillors’ shared goals are

- **To deliver excellent services**
- **To promote the safety, well-being and welfare of our community**

Councillors also promise to comply with the Code of Conduct for Councillors.

In order to meet these aims and objectives the Council has adopted a Constitution which incorporates this promise.
1 Annual Meeting of the Council

1.1 Timing and Business

1.1.1 In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in May.

1.1.2 The annual meeting will only undertake the following business:

(a) elect a person to preside if the Mayor is not present;
(b) elect the Mayor;
(c) appoint the Deputy Mayor;
(d) approve the minutes of the last meeting;
(e) receive any announcements from the Mayor;
(f) elect the Leader of the Council;
(g) appoint such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions together with their Chairmen and Vice Chairmen;
(h) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree;
(i) consider any other urgent business set out in the notice convening the meeting. Urgent business will be determined by the Head of Paid Service.
1.2 Selection of Councillors on Committees and Outside Bodies

1.2.1 At the annual meeting, the Council will:

(a) decide which committees to establish for the municipal year;

(b) decide the size of and terms of reference for those committees, including the number of substitutes which may be appointed for each committee;

(c) decide the allocation of seats to political groups in accordance with the political balance rules;

(d) receive nominations of Councillors to serve on or to act as substitutes at each committee and outside body, where permitted; and

(e) appoint to those committees (including the appointment of Chairmen, Vice Chairmen and Co Chairmen) and outside bodies (including the appointment of substitutes) except where appointment to those bodies has been delegated by the Council or is exercisable only by the Council Executive.

2 Ordinary Meetings of the Council

2.1 Ordinary meetings of the Council will take place in accordance with a programme determined by Council.

2.2 Ordinary meetings will:

(a) elect a person to preside if the Mayor and Deputy Mayor are not present;

(b) receive apologies;
2 Ordinary Meetings of the Council

2.2 Ordinary meetings will:

(c) approve the minutes of the last meeting;

(d) receive any declarations of interest from members;

(e) receive announcements from the Mayor;

(f) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are either:

(i) relevant to the Council’s polices or services, or
(ii) relate to some other matter which affects the Borough;

(g) receive any petitions;

(h) deal with any business from the last Council meeting;

(i) receive reports from the Council Executive, Lead members and the Council’s committees and receive questions and answers on any of these reports;

(j) receive reports about and questions and answers on the business of joint arrangements and external organisations;

(k) consider motions in respect of which notice has been given under Rule 13 in the order in which they have been received;

(l) receive, without discussion, questions and answers from Members in accordance with Rule 12.2;

(m) consider any other business specified in the summons to the meeting - including consideration of proposals from the Council Executive in relation to the Council’s budget and policy framework and reports of the Scrutiny Committees for debate.
3 Extraordinary Meetings

3.1 Calling extraordinary meetings

3.2 The Head of Paid Service may call an Extraordinary Meeting of the Council at any time in exceptional circumstances and in consultation with either the Council Leader or the Mayor. In addition those listed below may request the Head of Paid Service to call Council meetings in addition to ordinary meetings:

(a) the Council by resolution;
(b) the Mayor;
(c) the Monitoring Officer;
(d) the Chief Financial Officer; and
(e) any five members of the Council having previously presented a signed a requisition to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days.

3.3 An extraordinary meeting will only consider the business the meeting has been called for together with any questions and motions or petitions that relate directly to that business. Extraordinary Meetings will not normally deal with any public questions or petitions unless they relate directly to the business to be transacted. The Head of Paid Service will determine any dispute on this.
4 Substitute Members of Committees and Changes in Membership of Committees

4.1 Appointment of Substitutes

4.1.1 Subject to 4.2 below, duly appointed members of committees, sub-committees and other bodies (except for the Council Executive (and any other bodies excluded by law) and subject to paragraph 4.1.6(a) below in relation to sub-committees of the Council Executive) may arrange for another member to substitute for them at any meeting of the body concerned.

4.1.2 Any such substitute shall be a member duly appointed by Council to act in that capacity in relation to the body concerned.

Procedure

4.1.3 The substitution of members must be announced to the body concerned by the substitute themselves when apologies for absence are considered. Once announced, the substitute member shall be allowed to attend at any stage of the meeting.

Effect of Appointment

4.1.4 An appointed member of a body arriving at a meeting after a substitute for that member has been announced shall not be allowed to replace the substitute for that meeting, whether the substitute member is present or not.
4 Substitute Members of Committees and Changes in Membership of Committees

Powers and duties

4.1.5 Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

4.1.6 (a) For the avoidance of doubt, the appointment of substitute members is not permitted at meetings of the Council Executive.

(b) The appointment of substitutes at meetings of any sub-committee of the Council Executive is permitted, providing that the substitute member is a member of the Council Executive.

4.2 Changes in Membership of Committees to Reflect the Wishes of the Political Groups

(a) Where a political group expresses a wish for a member appointed to a seat allocated to that group on any committee or other body to be replaced by another member, such replacement shall take effect when notified to the Director of Resources by the Leader, Deputy Leader or Secretary of the group concerned.

(b) On receipt of such notification the Director of Resources will notify the change in membership of the committee or other body to all members of the Council as soon as reasonably practicable.
5 Rights of Attendance at Committee and Other Meetings and Supplementary Provisions relating to Access to Documents

5.1 Subject to Rule 5.4 below members are authorised to attend all meetings (including private and confidential sessions) of the Council Executive, Committees, Sub-Committees and other bodies notwithstanding that they have not been appointed as a member of the body concerned, except meetings of a quasi judicial nature, staffing and appeals hearings, or when information of a commercially sensitive nature is to be discussed.

5.2 Members may attend such meetings when commercially sensitive information is to be discussed at the discretion of the Chairman or other person presiding at the meeting, in the light of advice from the Head of Paid Service.

5.3 Members attending any meeting of a body to which they have not been appointed and are not acting as a duly appointed substitute may only speak at that meeting with the consent of the Chairman or other person presiding (which should normally be sought prior to the start of the meeting) in circumstances where there is:

(a) an item on the agenda at the member’s request

(b) an item on the agenda in which the member has a local interest

(c) an item on the agenda related to an original motion standing in the member’s name which has been referred by the Council
Council Procedural Rules

5 Rights of Attendance at Committee and Other Meetings and Supplementary Provisions relating to Access to Documents

5.4 Members of the Council Executive may only attend Scrutiny Committee meetings at the invitation of the Chairman of the relevant Committee.

5.5 Travel allowances for attendance at meetings is not payable to non-members of the body concerned, except where the member is acting as a duly appointed substitute.

5.6 Members shall be given access to documents dealt with in private session (subject to the exclusion in 5.1 above applying) (¹)

6 Time and Place of Meetings

6.1 The time and place of meetings will be determined by the Proper Officer and notified in the summons.

¹ This provision is in addition to provisions elsewhere in the Constitution relating to access to reports etc.
7 Notice of and Summons to Meetings

7.1 The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Proper Officer will send a summons signed by him or her by post to every member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7.2 Five clear working days does not include the day of the meeting or the date on which the summons is issued.

8 Chairman of Meeting

8.1 The person presiding at a meeting may exercise any power or duty of the Mayor. Where these rules apply to committee and sub-committee meetings, references to the Mayor also include the Chairmen of committees and sub-committees, or other persons presiding at such meetings.
Council Procedural Rules

9  Quorum

9.1 The quorum of a meeting of the Council or of a committee or sub-committee to which this Rule applies is one quarter of the whole number of members of the Council or of the committee or sub-committee, as the case may be, provided that in no case shall the quorum of a committee or sub-committee be less than three members.

9.2 During any meeting if the Mayor or other person presiding counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor or other person presiding. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

10  Questions by the Public

General

10.1 Members of the public who are on the Register of Electors for Erewash or who have business or employment interests in the Borough of Erewash may ask questions of the Leader of the Council and other members of the Council Executive at any ordinary meeting of the Council.
10 Questions by the Public

Order of questions

10.2 Questions will be asked in the order in which notice of them was received, except that the Mayor may group together similar questions. The public question session will not normally exceed 30 minutes, but the Mayor may in exceptional circumstances extend the session beyond 30 minutes if he or she considers it appropriate to do so.

Notice of questions

10.3 A question may only be asked if notice of its exact wording has been given by delivering it in writing (which includes electronic mail) to the Proper Officer no later than 5.00 pm seven clear working days before the day of the meeting. This means that in the case of a Council meeting held on a Thursday, questions must be received by 5.00 pm on the Monday of the week before the week of the meeting, except where there is an intervening Bank or public holiday. Each question must give the name and address of the questioner.

Number of questions

10.4 At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.
10 Questions by the Public

Scope of questions

10.5 The Head of Paid Service may reject a question if it:

(a) is not about a matter for which the local authority has a responsibility or which affects the Borough;

(b) is defamatory, frivolous, vexatious or offensive;

(c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

(d) requires the disclosure of confidential or exempt information.

Record of questions

10.6 The Proper Officer will as soon as reasonably practicable upon receipt of a question send a copy to the relevant member and to the Leader.

10.6.1 Copies of all questions will be circulated to all members at the relevant meeting and will be made available to the public attending the meeting.

10.6.2 The question and a summary of the response given will be recorded in the minutes of the meeting.
Asking the question at the meeting

10.7 The Mayor will invite the questioner to put the question as submitted to the relevant member. If a questioner who has submitted a written question is unable to be present, they may ask the Mayor to put the question on their behalf. The Mayor may ask the question on the questioner’s behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

Written answers

10.8 Any question which cannot be dealt with during the public question session, either because of lack of time or because of the non-attendance of the relevant member to whom it was to be put, will be dealt with by a written answer within seven clear working days of the date of the meeting at which it was to have been asked and a copy (without personal data) circulated as an addendum to the minutes.

Reference of question to the Council Executive or a Committee

10.9 Unless the Mayor decides otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Council Executive or the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.
Council Procedural Rules

11 Petitions

11.1 At a meeting of the Full Council any member of the Council or anyone who lives in the borough, is on the register of electors or has business or employment interests in the Borough of Erewash may present a petition which must be relevant to a matter for which the council has responsibilities, powers or duties. Petitions must meet these criteria to be considered valid and any that fall outside of these will not be accepted. If the petition relates to an issue previously considered by Full Council as a petition, question or motion in the previous 12 months it would not be valid.

11.2 At least seven clear working days before the meeting at which the petition is to be presented, the person wishing to present it shall give notice in writing (which includes e-mail) to the Chief Executive of his or her intention to do so. This means that in the case of a Council meeting held on a Thursday, the notice must be received by 5.00 pm on the Monday of the week before the week of the meeting, except where there is an intervening Bank or public holiday.

11.3 Where the person proposing to present the petition to Full Council is a member of the public, the Chief Executive shall determine whether it is a valid petition and refer the petition to Full Council. Alternatively, if the petition organiser has not specified that they wish to present the petition to Full Council, the Chief Executive will refer the petition to the appropriate Lead Member, officer, committee or member group or other appropriate body and inform the petition organiser accordingly.
11.4 Where a petition is to be presented to Full Council the petition organiser will be allowed up to five minutes to present the petition and any comments shall be confined to reading out or summarising the petition and making further supporting remarks relevant to the petition. Following the presentation the Leader or relevant Lead Member shall acknowledge the petition and make some response to indicate how it will be addressed, but otherwise the petition shall be received without discussion and be either noted or stand referred to the relevant Lead Member, chief officer, committee or member group or other body as appropriate.

11.5 Petitions shall be presented in the order in which notice of them is received by the Chief Executive.

11.6 Any petition which exceeds the 5,500 threshold of valid signatures will automatically be added to the Full Council agenda for debate.

11.7 Petitions will be responded to in writing by the relevant Chief Officer within seven clear working days of the meeting to indicate what action is to be taken. If a full response is not possible at that time, an acknowledgement of this will be made and a full response sent in due course. The Chief Officer will respond to the presenter of the petition or the first name on the petition.


Council Procedural Rules

12 Questions by Members

12.1 A member of the Council may ask the Leader of the Council, any other member of the Council Executive, or the Chairman of a Committee any question upon an item of report when that item is under consideration by the Council.

12.2 A member of the Council may ask the Leader of the Council or any other member of the Council Executive, or the Chairman of a Committee a question on any matter in relation to which the Council has powers or duties by submitting it in writing to the Proper Officer seven clear working days in advance. This means that in the case of a Council meeting held on a Thursday, questions must be received by 5.00 pm on the Monday of the week before the week of the meeting, except where there is an intervening Bank or public holiday. No member may submit more than one such written question to any one meeting of the Council.

12.3 The Proper Officer will as soon as reasonably practicable upon receipt of a question send a copy to the Leader and to the relevant Lead Member.

12.4 A question duly submitted in accordance with paragraph 12.2 above may, whilst being restricted to one subject, contain more than one part.
12.5 A list of the questions of which notice has been given shall be circulated to members of the Council at the meeting at which they are to be asked.

12.6 Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer, stating the reasons for so doing.

12.7 An answer may take the form of:-

(a) a direct oral answer;

(b) a reference to a publication of the Council in which the desired information is contained; or

(c) a written answer, which may be given where the reply to the question cannot conveniently be given orally, and shall be circulated to all members of the Council.
13 Motions on Notice

Notice

13.1 Except for motions which can be moved without notice under Rule 14, written notice of every motion, signed by at least two members must be delivered to the Proper Officer not later than seven clear working days before the date of the meeting. These will be entered in a book open to public inspection.

For the purposes of sub-paragraph 13.1 above, “seven clear working days” does not include the day of the Council meeting and the day the notice is received by the Proper Officer. Notices must be received by the Proper Officer not later than 5.00 pm on the relevant date. This means that in the case of a Council meeting held on a Thursday, the notice must be received by 5.00 pm on the Monday of the week before the week of the meeting, except where there is an intervening Bank or public holiday.

Motion set out in agenda

13.2 Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

Scope

13.3 Motions must be about matters for which the Council has a responsibility.
14 Motions Without Notice

14.1 The following motions may be moved without notice:

(a) to appoint a Chairman of the meeting at which the motion is moved;
(b) in relation to the accuracy of the minutes;
(c) to change the order of business in the agenda;
(d) to refer something to an appropriate body or individual;
(e) to appoint a committee or member arising from an item on the summons for the meeting;
(f) to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
(g) to withdraw a motion;
(h) to amend a motion;
(i) to proceed to the next business;
(j) that the question be now put;
(k) to adjourn a debate;
(l) to adjourn a meeting;
(m) to suspend a particular Council procedure rule;
(n) to exclude the public and press in accordance with the Access to Information Rules;
(o) to not hear further a member named under Rule 21 or to exclude them from the meeting under Rule 21;
(p) to give the consent of the Council where its consent is required by this Constitution; and
(q) to refer the subject of the debate back to a committee or Council Executive
15 Council Procedural Rules

15.1 No speeches may be made until after the mover has moved a proposal, explained the purpose of it and until the motion has been seconded.

15.2 Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

15.3 When seconding a motion or amendment, a member may reserve their speech until later in the debate.

15.4 Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes without the consent of the Mayor or other person presiding at the meeting.
When a member may speak again

15.5 A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

(a) to speak once on an amendment moved by another member;

(b) to move a further amendment if the motion has been amended since he/she last spoke;

(c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);

(d) in exercise of a right of reply;

(e) on a point of order; and

(f) by way of personal explanation.
Council Procedural Rules

15 Rules of Debate

Amendments to motions

15.6.1 An amendment to a motion must be relevant to the motion and will either be:

(a) to refer the matter to an appropriate body or individual for consideration or reconsideration;

(b) to leave out words;

(c) to leave out words and insert or add others; or

(d) to insert or add words,

as long as the effect of (b) to (d) is not to negate the motion.

15.6.2 Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

15.6.3 If an amendment is not carried, other amendments to the original motion may be moved.

15.6.4 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

15.6.5 After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote as the substantive motion.
Alteration of motion

15.7.1 A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting’s consent will be signified without discussion.

15.7.2 A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting’s consent will be signified without discussion.

15.7.3 Only alterations which could be made as an amendment may be made.

Withdrawal of motion

15.8 A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting’s consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it, unless permission is refused.

Right of reply

15.9.1 The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

15.9.2 If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.

15.9.3 The mover of the amendment has no right of reply to the debate on his or her amendment.
Motions which may be moved during debate

15.10 When a motion is under debate, no other motion may be moved except the following procedural motions:

(a) to withdraw a motion;
(b) to amend a motion;
(c) to proceed to the next business;
(d) that the question be now put;
(e) to adjourn a debate;
(f) to adjourn a meeting;
(g) to exclude the public and press in accordance with the Access to Information Rules; and
(h) to not hear further a member named under Rule 21 or to exclude them from the meeting under Rule 21.
Closure motions

15.11.1 A member may move, without comment, the following motions at the end of a speech of another member:

(a) to proceed to the next business;
(b) that the question be now put;
(c) to adjourn a debate; or
(d) to adjourn a meeting.

15.11.2 If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

15.11.3 If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote.

15.11.4 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.
Council Procedural Rules

15 Rules of Debate

Point of order
15.12 A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

Personal explanation
15.13 A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

16 Previous Decisions and Motions

Motion to rescind a previous decision
16.1 A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 12 members.

Motion similar to one previously rejected
16.2 A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 12 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.
17 Voting

**Majority**

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

**Mayor’s casting vote**

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

**Show of hands**

17.3 Unless a recorded vote is demanded under Rule 17.4, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

**Recorded vote**

17.4 If 10 members present at the meeting demand it, by standing, the vote shall be taken by roll call and the names of members voting for and against the motion or amendment, or abstaining from voting, will be taken down and recorded in the minutes.

17.4.1 A recorded vote shall be taken at Council meetings when the decision is taken to set the budget or council tax.

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

17.5 Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.
Council Procedural Rules

17 Voting

Voting on appointments

17.6 If there are more than two people nominated for any position to be filled and there is not a clear overall 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 an overall majority of votes for one person.

18 Minutes

Signing the minutes

18.1 The Minutes of the last meeting will be approved at the next ordinary meeting of the Council.

18.2 The Mayor, if present at the meeting in question, will move and any other member present may second a motion that the Minutes of the last meeting be approved as a correct record and signed by His Worship the Mayor. There may only be discussion on the minutes if there is disagreement about their accuracy.

18.3 Following Council’s approval the Mayor will sign the minutes as a correct record.

There is no requirement to sign the minutes of the previous meeting at an extraordinary meeting
18 Minutes

18.4 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is an Extraordinary Meeting called under Rule 3 and paragraph 3 of Schedule 12 to the Local Government Act 1972, then the next following meeting (being a meeting called otherwise than under that Rule and paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of the said schedule 12 relating to the signing of minutes.

Form of Minutes

18.5 Minutes will contain all motions and amendments in the form and order in which they are put to the meeting.

Submission of Minutes of Other Bodies to the Council

18.6 All minutes of committees or the Council Executive not falling within powers delegated to them must be submitted to the Council for the purpose of approving the decisions taken. The minutes requiring approval may be moved and seconded by any Member of the Council.

19 Record of Attendance

19 All members present during the whole or part of a meeting must sign their names on the attendance sheet before the conclusion of every meeting to assist with the record of attendance.

20 Exclusion of Public

20 Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 22 (Disturbance by Public).
Council Procedural Rules

21 Members’ Conduct

21.1 Standing to speak
When a member speaks at full Council they must stand, face and direct their comments to the Mayor unless unable to do so because of disability. If more than one member stands, the Mayor will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking, unless they wish to make a point of order or a point of personal explanation.

21.2 Mayor Calling for Silence and Members’ conduct when the Civic Party leave the Chamber
When the Mayor so requests during a debate, or if the Mayor rises during a debate any member speaking at the time must stop speaking and sit down. The meeting must be silent. Members should also stand and be silent at any point when the Mayor enters or leaves the Chamber.

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

21.4 Member to leave the meeting
If a member continues to behave improperly or offensively or deliberately obstructs business after such a motion is carried, the Mayor 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.

21.5 General disturbance
If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.
22 Disturbance by the Public

22.1 Removal of member of the public
If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

22.2 Clearance of part of meeting room
If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

23 Suspension and Amendment of Council Procedure Rules

23.1 Suspension
All of these Council Rules of Procedure except Rules 17.5 and 18.2 may be suspended by motion on notice, or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

23.2 Amendment
Any motion to add to, vary or revoke these Council Rules of Procedure (other than a motion arising from discussion on a report by an officer or on a recommendation by the Council Executive, a committee or other member group) will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

24 Application to Committees and Sub-Committees

24.1 All of the Council Rules of Procedure apply to meetings of full Council.

24.2 None of the Rules apply to meetings of the Executive.

24.3 Only Rules 6, 7, 8, 9, 17 (but not Rule 17.4 – recorded votes), 19, 20, 21 (but not Rule 21.1 – standing to speak), 22, 23 and 24 apply to meetings of committees and sub-committees.
Notes:
