

New Rules	Description of changes/issues
<p>Part A - Council Procedure Rules</p> <p>1. MEETINGS OF THE COUNCIL</p> <p>Types of Council meeting</p> <p>1.1 The Council meets collectively for four types of meetings:</p> <ul style="list-style-type: none"> i) The Annual meeting ii) Ordinary meetings iii) Extraordinary meetings iv) Special meetings <p>The Annual Meeting</p> <p>1.2 The annual meeting take place once a year. In a year in which there is an ordinary election of Councillors, the Annual Meeting of the Council must be held within 21 days of the retirement of the outgoing Councillors. In any other year the Annual Meeting must be held in May.</p> <p>1.3 The Annual Meeting of the Council will normally be held at 6.30pm on the third Tuesday in May of each year but either the Council or the Mayor may direct that it be held on a different date or time. The Mayor can only use this power if he issues the direction before the summons to attend the Meeting has been sent to Councillors.</p> <p>1.4 The Annual Meeting shall:</p> <ul style="list-style-type: none"> i) approve as a correct record and sign the minutes of the last meeting of the Council. ii) receive any declarations of interest from Members; iii) elect the Mayor; 	<p>Preamble has been deleted as it added little</p> <p>Sub headings have been added throughout the Rules for ease of reference.</p> <p>1.1 is new as is the category of Special meetings. The idea is that we distinguish between the routine Council meetings and those which for a specific purpose e.g. to set the budget, to adopt a plan, to grant Freedom of the Borough.</p> <p>All the rules relating specifically to the annual meeting have been brought together.</p> <p>1.2 The dates have been changed to reflect the current law and practice.</p> <p>1.3 Reworded. No change in effect.</p> <p>1.4 This was formerly clause 1.6 but has additions which reflect practice e.g (i) & (ii) do not appear in the current Rules.</p> <p>NB appointing the Executive will be a matter for the Leader if the LGIH Bill becomes law.</p>

<ul style="list-style-type: none"> iv) elect the Deputy Mayor; v) receive any announcements from the Mayor; vi) elect the Executive Leader; vii) agree the number of Members to be appointed to the Executive and appoint those Members; viii) appoint such Committees and Sub-committees of the Council as it may consider appropriate, but including at least one Overview and Scrutiny Committee and a Standards Committee, and determine their terms of reference; ix) unless the Council determines otherwise, appoint Members to be the Chairs and Vice-Chairs of those Committees and Sub-committees; x) approve a programme of Ordinary Meetings of the Council for the ensuing Municipal Year; and; xi) Consider any other business set out in the agenda. 	
<p>Ordinary Meetings</p> <p>1.5 Ordinary meetings of the Council will take place in accordance with a programme decided at the Annual Council meeting. There will be a minimum of five Ordinary meetings in each year. The agenda for these meetings is set out in Rule 5.</p>	<p>This makes specific something which was implied in the previous Rules. A minimum number of ordinary meetings has been added.</p>

<p>Extraordinary meetings</p> <p>1.6 Extraordinary meetings may be called to deal with specific business set out in the summons for the meeting. No other business may be transacted at an Extraordinary meeting.</p> <p>1.7 Any of the following may call on the Chief Executive to summon Members to attend an Extraordinary Meeting;</p> <p>(a) The Mayor;</p> <p>(b) The Executive Leader;</p> <p>(c) Any five Members of the Council. These Members must first sign a requisition for an Extraordinary Meeting and present it to the Mayor. If the Mayor then refuses to call an extraordinary meeting or fails to do so within seven days of the presentation of the requisition then the Members may call on the Chief Executive to issue the summons for that meeting.</p> <p>1.8 Any call for an Extraordinary meeting should be in writing, specifying the business for which it is called, and delivered to the Chief Executive.</p> <p>1.9 On receiving a valid call for an Extraordinary Meeting, the Chief Executive shall forthwith summon the meeting.</p>	<p>The wording has been clarified but without any intention to change the meaning.</p> <p>Clause 1.8 prevents any urgent business being considered at an Extraordinary meeting.</p>
<p>Special Meetings</p> <p>1.10 The Council may, at the Annual Meeting, or at any other time make arrangements for special meetings. The principal business to be transacted at Special Meetings will be matters of more than usual importance to the Council.</p> <p>1.11 The meeting at which the Council tax is set and the meeting at which the Corporate Strategy is agreed will be designated Special Councils</p> <p>1.12 Special Meetings of the Council shall deal with the following business in</p>	<p>1.10 Sets out the purpose of special meetings.</p> <p>1.11 This regularises the current arrangements for the budget setting Council and gives the Corporate Strategy the same status. It may be that the Annual report should also be</p>

<p>order:</p> <ul style="list-style-type: none"> i) choose a Member to preside if the Mayor and Deputy Mayor are not present; ii) approve as a correct record and sign the minutes of the last meeting of the Council; iii) receive any declarations of interest from Members; vi) receive any announcements from the Mayor, the Executive Leader, other Executive Members or the Chief Executive; vii) receive any public questions which have been notified and which relate to the business to be transacted at the meeting; viii) consider the special business for which the meeting has been called and which is specified in the summons for the meeting; 	<p>considered at a special meeting or perhaps it should be considered alongside the Corporate Strategy.</p> <p>1.12 Special meetings will not have the reports from the Executive or Committees or, generally, receive notices of motion</p>
<p>Venue for meetings</p> <p>1.13 All meetings of the Council shall be held at the Town Hall, Chorley unless the Council decides otherwise.</p>	<p>No change.</p>
<p>2. PRESIDING AT MEETINGS OF THE COUNCIL</p> <p>The Mayor, if present, shall preside at a meeting of the Council. If the Mayor is absent, the Deputy Mayor shall preside. If both are absent, the Council will select another Member to preside. Any person presiding at a meeting of the Council may exercise any power or discharge any duty of the Mayor in relation to the conduct of the meeting.</p>	<p>Minor rewording.</p>
<p>3. NOTICE OF AND SUMMONS TO ATTEND MEETINGS</p> <p>The Chief Executive will give notice to the public of the time and place of meetings of the Council, in accordance with the Access to Information Rules. At</p>	<p>This has been slightly reworded. The Access to Information Rules now usually require notice of meetings to be given to the public 5 clear days before</p>

<p>or before giving that notice and, in any case, at least three clear days before a meeting (that is three days excluding the day that notice is given and the day of the meeting), the Chief Executive will also send a summons, signed by him or her, 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 the meeting and specify the business to be transacted. It will be accompanied by such reports in relation to the business as are available.</p>	<p>a meeting. The change ensures that the Summons to Members goes out at the same time as or before any public notice. This reflects current practice. Clear days has been defined</p>
<p>4. QUORUM AND LENGTH OF MEETINGS</p> <p>Quorum</p> <p>4.1 The quorum for Council meetings is one-quarter of the Membership.</p> <p>Effect of no quorum or failure to conclude business by 10 p.m.</p> <p>4.2 Any meeting of the Council shall immediately adjourn if;</p> <p>(a) the Mayor, after counting the number of Members present, declares that there is not a quorum; or</p> <p>(b) the business of the meeting has not been concluded by 10pm.</p> <p>Meeting to consider outstanding business</p> <p>4.3 Any remaining business shall be considered at a time and date fixed by the Mayor at the time the meeting is adjourned, or, if the Mayor does not then fix a time, at the next Ordinary Meeting of the Council.</p>	<p>4.1 has been rewritten but the sense is the same</p>
<p>5. ORDINARY MEETINGS OF THE COUNCIL</p> <p>Agenda and Order of Business</p> <p>5.1 Ordinary Meetings of the Council shall deal with the following business in</p>	<p>DC, Licensing and GP will no longer report to Council.</p> <p>A provision for Standards and Audit Committees to</p>

order:

- i) choose a Member to preside if the Mayor and Deputy Mayor are not present;
- ii) approve as a correct record and sign the minutes of the last meeting of the Council;
- iii) receive any declarations of interest from Members;
- iv) receive any announcements from the Mayor, the Executive Leader, other Executive Members or the Chief Executive;
- v) receive any public questions which have been notified;
- vi) receive and consider reports from the Executive and the Overview and Scrutiny Committee of the Council;
- vii) receive and consider any report from the Standards and Audit Committees;
- viii) receive answers to questions notified under Rule 7;
- ix) consider any other business that may be specified in the summons to attend the meeting; and
- x) consider motions of which notice has been given under Rule 9;
- xi) consider any other item of business which, in the opinion of the Mayor, must be considered as a matter of urgency.

Varying Order of Business

5.2 The order of business may be varied:

- (a) by the Mayor at his or her discretion; or

report has been retained so that they have a clear right of direct access to Council on any issues of importance. The other Committees may, of course, still refer matters to Council for a decision

Typo corrected.

<p>(b) by a resolution of the Council passed at the meeting on a motion duly moved and seconded.</p> <p>5.3 Any such motion, once moved and seconded, shall be put and then voted on without discussion.</p>	
<p>6. PUBLIC QUESTIONS</p> <p>6.1 Members of the public may ask a question on any item on the Agenda for the Council meeting but must submit their questions to the Chief Executive by midday on the day, two working days before the day of the meeting.</p> <p>6.2 A Member of the public may when asking their question speak for up to three minutes to explain the context for the question.</p> <p>6.3 Having received an answer to their question the Member of the public may ask one supplementary question.</p> <p>6.4 Questions shall be directed to the Mayor, the Executive Leader, any other Executive Member to whose portfolio responsibilities the matter relates or the Chair of a relevant Committee of the Council.</p> <p>6.5 If he considers that the question could more appropriately be answered by another Member, a Member to whom a question is directed may with the agreement of the other Member, refer the question to him.</p> <p>6.6 The maximum time allowed for public questions at a meeting of the Council will be thirty minutes. Any question which is unanswered at that time will receive a written response.</p>	
<p>7. QUESTIONS BY MEMBERS ON REPORTS (NO NOTICE)</p> <p>7.1 When a report of the Executive or of a Committee of the Council is under consideration or being received at a meeting of the Council, a Member may, without prior notice, ask a question upon an item within the report. Any further questions asked by the Member must relate to a different item</p>	<p>Heading altered</p> <p>The Rule that Members may only ask one question has been retained but clarified that it is on an item within the report.</p>

<p>within the report.</p> <p>7.2 The Member shall direct the question to the Executive Leader, Committee Chair or other Member submitting the report or moving its acceptance.</p> <p>7.3 The Member to whom a question has been put may decline to answer or, if he considers that the question could more appropriately be answered by another Member, may with the agreement of the other Member, refer the question to him.</p> <p>Supplementary questions</p> <p>7.4 A Member who has received an answer to a question given without notice may ask one supplementary question arising from the answer given</p>	<p>7.3 currently the Leader may refer a question to an Exec Member. The new provision allows e.g. an O&S Chair to bring in the Exec Member.</p> <p>Provision for supplementary questions added</p>
<p>8. QUESTIONS BY MEMBERS – WITH NOTICE</p> <p>Questions which may be asked</p> <p>8.1 A Member may ask a question on any matter in relation to which the Council has powers or duties or which affects the Borough but must first give notice in accordance with Rule 8.2.</p> <p>Procedure for Notice</p> <p>8.2 The notice must be in writing and state the full wording of the question and specify the Member of the Council to whom it is directed.</p> <p>8.3 The question may be directed to the Mayor, the Executive Leader, any other Executive Member to whose portfolio responsibilities the matter relates or the Chair of a relevant Committee of the Council.</p> <p>8.4 The notice must be given to the Chief Executive and received by him or her not less than three clear days before the day of the meeting at which the question is to be asked (which means that the day that the notice is received and the day of the meeting are not counted)</p>	<p>The order of this Rule has been changed and some of the wording altered but the sense is unaltered.</p> <p>In 8.4 the wording has been changed to match that for notices of motion so that the notice has to be <i>received by</i> the Chief Executive. The meaning of the term “clear days” is now spelled out.</p> <p>The current provision for short notice has been omitted</p>

<p>Answering Questions</p> <p>8.5 Every question under this Rule shall be put and answered without discussion.</p> <p>8.6 The Member to whom a question has been put may decline to answer or, if he considers that the question could more appropriately be answered by another Member, may with the agreement of the other Member, refer the question to him.</p> <p>8.7 If the Member to whom a question under this Rule has been directed is not present at the meeting, the question may at the meeting be addressed to and answered by some other appropriate Member, if that Member so agrees.</p> <p>8.8 An answer may take the form of:</p> <ul style="list-style-type: none"> (a) a direct oral answer; (b) where the desired information is contained in a publication of the Council or other published work, a reference to that publication; or (c) where the reply to the question cannot conveniently be given orally, a written answer circulated later to the questioner. <p>Supplementary questions</p> <p>8.10 A Member who has received an answer to a question given on notice may ask one supplementary question arising from the answer given.</p>	<p>8.7 again a question may now be referred to any Member</p> <p>8.10 is a new provision for supplementary questions</p>
<p>9. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE</p> <p>The following motions and amendments may be moved without notice:</p> <ul style="list-style-type: none"> (a) the appointment of a chairman of the meeting at which the motion is 	<p>The order of the Rules has been altered so that these now come before motions requiring notice.</p> <p>A reference in the existing Rules to Rule 15 (which</p>

<p>moved;</p> <ul style="list-style-type: none">(b) motions relating to the accuracy of the minutes;(c) changing the order of business in the Agenda;(d) to refer something to an appropriate body or individual;(e) the receipt of reports of the Executive, Committees or Officers;(f) to pass relevant resolutions arising from any item of the Agenda;(g) that leave be given to withdraw a motion;(h) extending the time limit for speeches;(i) amendments to motions;(j) to proceed to the next business;(k) that the question be now put;(l) to adjourn a debate;(m) to adjourn the meeting;(n) to suspend any one or more of these Rules, in whole or in part;(o) to exclude the public and press in accordance with the Access to Information Procedure Rules;(p) that a Member named under Rule 12 be not further heard or do leave the meeting;(q) giving a consent of the Council where the consent of the Council is required by these Rules.	<p>appears to be an error) has been deleted.</p> <p>The former Rule 9 (r) has been deleted as it relates to repealed legislation.</p> <p>Deleted words could confuse by suggesting that Council approval is necessary for decisions made by the Executive etc.</p>
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10. NOTICES OF MOTION

Procedure for Notice

10.1 If Rule 8 does not apply then a motion can only be moved if notice of it has been given. The notice must be signed, by at least one Member of the Council, and must be received by the Chief Executive at least five clear days before the meeting at which it is proposed to move the motion (meaning that the day of delivery and the day of the meeting are excluded).

Subject matter for motions

10.2 A motion of which notice is given under this Rule must be about a matter or matters for which the Council has a responsibility or which affect the Borough.

Procedure for handling notices of motions

10.3 On receipt of a notice of a proposed motion, the Chief Executive shall enter details of the notice and the proposed motion, including its date and time of receipt, in a book open to public inspection.

10.4 Motions for which notice has been validly given shall be listed on the Agenda in the order in which they have been received unless the Member who gave the relevant notice states in writing to the Chief Executive that he or she proposes to move it to a later meeting or withdraw it.

Motions not moved and seconded

10.5 Any motion which appears on the Summons which is not moved and seconded at the meeting will be treated as withdrawn, unless its postponement is agreed.

10.1, 10.4 and 10.5 have been reworded for clarity

11. MINUTES OF PREVIOUS MEETINGS

<p>Moving the approval of minutes</p> <p>11.1 When minutes of previous meetings are before a meeting, the Mayor shall move or invite a motion that the minutes be approved and signed as correct records.</p> <p>Limits on Discussion</p> <p>11.2 The accuracy of the minutes may be raised but no other discussion is allowed. If no question as to the accuracy of the minutes is raised, or if such a question is raised, then, as soon as it has been disposed of, the Mayor shall sign the minutes.</p> <p>Procedure at Extraordinary Meetings</p> <p>11.3 The minutes of an Ordinary or Special Meeting of the Council may be signed at the next Ordinary Meeting of the Council, rather than at the next following meeting, if the next following meeting is an Extraordinary Meeting.</p>	<p>Added the word “invite a motion” to reflect current practice</p> <p>11.2 has been reworded</p>
<p>12. RULES OF DEBATE FOR COUNCIL MEETINGS</p> <p>No speeches until motion moved and seconded</p> <p>12.1 A motion or amendment shall not be discussed unless it has been proposed and seconded.</p> <p>Right to require motion in writing</p> <p>12.2 The Mayor may require that any motion which has been moved without notice be put into writing and handed to him before it is discussed.</p> <p>Secunder’s Speech</p> <p>12.3 A Member who seconds a motion or amendment may speak</p>	<p>Amendments have been made throughout without altering the sense</p> <p>12.1 & 12.2 have been separated out for convenience</p>

immediately or may indicate that he wishes to reserve his speech until a later period of the debate.

Mayor to determine order of speaking

- 12.4 A Member who wishes to speak should indicate that wish to the Mayor. The Mayor will call on one Member to speak. All other Members shall remain seated. A Member may, however, rise on a point of order or point of personal explanation at any time.

Members to stand when speaking

- 12.5 When speaking a Member shall stand and address the Mayor. The requirement to stand shall not apply to any Member who finds it difficult or impossible to do so as a result of a disability or infirmity.

Points of order

- 12.6 A point of order relates to an alleged breach of these Rules, the Constitution or a statutory provision. It is a request for the Mayor to rule on that alleged irregularity.
- 12.7 A Member raising a point of Order must indicate the Rule or law in question and the way he or she considers it has been broken.
- 12.8 If a Member rises on a point of order then any Member who is speaking at that time must sit down immediately. The Mayor will rule on the point of Order and then invite the Member who was speaking before the point of Order was raised to resume.

Points of personal explanation

- 12.9 If a Member believes that a material part of a previous speech made by him or her appears to have been misunderstood in the present debate then he or she may rise on a point of personal explanation to correct the misunderstanding.

Wording simplified

12.5 is new

<p>12.11 If a Member rises on a point of personal explanation then any Member who is speaking at that time must sit down immediately and remain seated until called upon by the Mayor to resume.</p> <p>Content and length of speeches</p> <p>12.12 Speeches must be directed to the question under discussion, to a personal explanation or to a point of order.</p> <p>12.13 At a Special Meeting of the Council the Leader of each political group or person nominated by him may speak on the special business for such period of time as seems to the Mayor to be appropriate given the significance of that business.</p> <p>12.14 In other cases no speech shall exceed five minutes unless the Council agrees otherwise.</p>	<p>12.13 is a new rule which codifies existing practice at the budget Council.</p>
<p>When a Member may speak again</p> <p>12.15 A Member may only speak once on a motion except:</p> <ul style="list-style-type: none"> (a) to speak once on an amendment moved by another Member; (b) if the motion has been amended since they last spoke, to move a further amendment; (c) if their speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which they spoke was carried; (d) in exercise of a right of reply given by Rule 12.11 or Rule 12.13.(a); (e) on a point of order; or (f) by way of personal explanation about some material part of their speech which has been misunderstood. 	<p>12.15 Minor drafting amendments not affecting the sense.</p>

<p>Amendments to motions</p> <p>12.16 An amendment shall be relevant to the motion and shall be either:</p> <ul style="list-style-type: none"> (a) to refer the matter for consideration or reconsideration to the Executive or to a Committee; (b) to leave out words; (c) to leave out words and insert or add others, or (d) to insert or add words; (e) as long as the effect is not to negate the motion. <p>12.17 Usually only one amendment may be moved and discussed at a time. However the Mayor may permit two or more amendments to be discussed together (but not voted upon) if he or she considers that this would allow the Council's business to be dealt with more effectively.</p> <p>12.18 If an amendment is lost, other amendments may be moved on the original motion. If an amendment has been carried, the Mayor shall read out the amended motion before accepting any further amendments. No further amendment may be moved that would have the effect of reviving the original motion.</p>	<p>12.16 Previously this said that the effect of the amendment could not be to negate the motion <i>or convert it to a new proposal</i>. The words in italics have been omitted - an amendment will always result in a new proposal.</p> <p>I have removed some words from 12.17 without altering the sense.</p>
<p>Alteration of motion</p> <p>12.19 (a) The mover of a motion may with the consent of the meeting alter the motion if it has not yet been seconded. The meeting's consent will be signified without discussion.</p> <p>(b) The mover of a motion may alter a motion which he/she has moved and which has been seconded with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.</p>	<p>Reworded without changing the sense.</p>

<p>(c) Only alterations which could be made as an amendment may be made.</p>	
<p>Withdrawal of motion or amendment</p> <p>12.20 A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Council. That consent shall be signified without discussion. No Member may speak upon it after the mover has asked permission for its withdrawal, unless permission is refused.</p>	<p>Reworded without changing the sense.</p>
<p>Right of reply</p> <p>12.21 (a) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote.</p> <p>(b) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, but shall not otherwise speak on it.</p> <p>(c) The mover of the amendment shall have no right of reply to the debate on the amendment.</p>	<p>No change.</p>
<p>Motions which may be moved during debate</p> <p>12.22 When a motion is under debate no other motion shall be moved except the following:</p> <p>(a) to amend the motion,</p> <p>(b) to adjourn the meeting,</p> <p>(c) to adjourn the debate,</p> <p>(d) to proceed to the next business,</p> <p>(e) that the question be now put,</p> <p>(f) that a Member be not further heard or do leave the meeting ,</p> <p>(h) to exclude the public in accordance with the Access to</p>	<p>Reworded without changing the sense.</p>

<p>Information Procedure Rules, or</p> <p>(i) to remit the matter to the Executive or a Committee or sub-Committee.</p>	
<p>Closure motions</p> <p>12.23 When any the motions set out below has been moved and seconded, the Mayor shall proceed as follows:</p> <p>i) on a motion to proceed to next business:</p> <p>If the Mayor thinks that the matter has been sufficiently discussed, the Mayor shall first give the mover of the original motion a right of reply to this motion and then put it to the vote.</p> <p>ii) on a motion that the question be now put:</p> <p>If the Mayor thinks that the matter has been sufficiently discussed, the Mayor shall first put this motion to vote. If it is passed, the Mayor shall then give the mover of the original motion the right of reply under Rule 11.11 before putting that motion to the vote.</p> <p>iii) on a motion to adjourn the debate or the meeting:</p> <p>If in his or her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on this occasion, the Mayor shall put this motion to the vote without giving the mover of the original motion a right of reply.</p>	<p>Reworded without changing the sense.</p>
<p>12. MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL</p> <p>The Council shall not discuss any matter to which the powers to exclude the press and public contained in Schedule 12A of the Local Government Act 1972 applies until the meeting has decided whether or not to exercise those powers</p>	<p>Previously this only applied to questions relating to individual staff. This has been altered to reflect both a change in the law and to cover the full range of potentially exempt information. The Council may. Of course, still decide to meet in public having considered the matter.</p>
<p>13. MEMBERS CONDUCT</p>	

15.1 A motion 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 fourteen Members.

Motion similar to one previously rejected

15.2 A motion 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 is signed by at least six Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

15.3 Nothing in this rule prevents the Council making or altering appointments to any body.

16. VOTING

Show of hands

16.1 Voting shall be by show of hands, unless a recorded vote is requested by one or more Members before the vote is taken.

Recorded Votes

16.2 On a recorded vote the Chief Executive shall ask each Member in turn how they vote. The names of each Member voting for or against the amendment or abstaining from voting shall be recorded and entered in the minutes.

Right to require individual vote to be recorded

16.3 Where any Member requests it immediately after a vote is taken, their vote shall be recorded in the minutes so as to show whether they voted or against the motion or abstained from voting.

This has been rewritten without changing the sense.

<p>17. VOTING ON APPOINTMENTS</p> <p>Where there are more than two persons nominated for any position to be filled and there is not a clear majority of votes in favour of one person, the name of the person having the least number of votes shall be taken off the list and a new vote taken. The process shall continue until there is a majority of votes for one person.</p>	<p>No change.</p>
<p>18. RECORD OF ATTENDANCE</p> <p>18.1 All Members who attend the whole or part of a meeting must sign their names on the attendance sheets before the end of the meeting and their presence will be recorded in the minutes.</p> <p>18.2 If a Member leaves a meeting before it has ended the time of his or her departure shall be recorded in the minutes</p>	<p>The reference to recording in the minutes is new and the provision has been slightly reworded.</p> <p>A new provision has been added to record the departure time of Members from meetings</p>
<p>19. EXCLUSION OF PUBLIC</p> <p>All meetings of the Council will be held in public unless Members of the public and press have been excluded in accordance with either the Access to Information Procedure Rules or <u>Rule 13</u> (Disturbance by Public).</p>	<p>Reworded to make the positive statement that meeting are held in public.</p>
<p>20. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES</p> <p>Rules which may not be suspended</p> <p>20.1 The following Rules may not be suspended:</p> <ul style="list-style-type: none"> (a) Rule 10 (Minutes of Previous meetings) (b) Rule 15.3 (Right to require individual vote to be recorded) (c) Rule 26 (Right of mover of motion to attend Committee to which motion referred) <p>20.2 Any other Rules, may be suspended in whole or in part:</p>	<p>This has been rewritten and the previous Rule which required changes to the Standing Orders to stand referred now applies only to the specific rules mentioned.</p> <p>It has been moved forward in the Rules so that all the Rules affecting Council now appear for those Rules which apply specifically to Committees.</p>

<p>(a) following a notice of motion in accordance with Rule 9 or;</p> <p>(b) if at least half of the whole number of Members is present, by motion without notice.</p> <p>(c) Suspension can only be for the duration of the meeting.</p> <p>20.3 Any proposal to change this Rule 19 or Rules 10, 15.2 or 26 must be referred to the next Ordinary Meeting of the Council without discussion.</p>	
<p>21. MAYORAL RULINGS</p> <p>The ruling of the Mayor as to the construction or application of any of these Rules with regard to any proceedings of the Council given at the meeting shall not be challenged.</p>	<p>Unchanged except for where it appears.</p>
<p>22. PETITIONS</p> <p>22.1 Any petition relating to a specific development control or licensing application or enforcement decision shall be referred to and considered by the appropriate decision making body for that matter.</p> <p>22.2 All other petitions which are presented to the Council and which carries more than ten names shall be referred to the Chief Executive who shall ensure that the receipt of the petition is reported to the next convenient ordinary Council meeting.</p> <p>22.3 The Chief Executive's report will provide details of the petition, and the action which has been taken in respect of it or the response of the Council to it.</p> <p>22.4 The purpose of this rule is to ensure that all Member are aware of petitions that have been submitted and have the opportunity to consider whether the issues raised should be debated at a future time either in Council or by another body. Accordingly the only discussion which is permitted is in relation to a motion that the petition should be remitted to a future meeting of the Council, to the Executive, a Committee or a Sub</p>	<p>This is a new provision requiring petitions (other than those which relate to specific planning or licensing issues) to be presented to Council.</p> <p>This draft restricts debate on petitions on the basis that detailed consideration can, if necessary, take place elsewhere with more information and with Officers able to answer questions.</p>

Committee.																							
<p>23. APPLICATION TO COMMITTEES AND SUB-COMMITTEES</p> <p>23.1 None of these rules apply to meetings of the Executive or the Standards Committee. The following Rules shall apply to meetings of other Committees of the Council and Sub-committees with the substitution of the word “Chair” for “Mayor”:</p> <table border="0"> <thead> <tr> <th>Rule No.</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>2.</td> <td>Presiding at Meetings</td> </tr> <tr> <td>3.</td> <td>Notice of and Summons to Meetings</td> </tr> <tr> <td>4.</td> <td>Quorum</td> </tr> <tr> <td>11.</td> <td>Minutes of Previous Meetings</td> </tr> <tr> <td>13.</td> <td>Members Misconduct</td> </tr> <tr> <td>14.</td> <td>Disturbance by Members of the Public</td> </tr> <tr> <td>16.</td> <td>Voting</td> </tr> <tr> <td>17.</td> <td>Voting on Appointments</td> </tr> <tr> <td>18.</td> <td>Record of Attendance</td> </tr> <tr> <td>19.</td> <td>Exclusion of Public</td> </tr> </tbody> </table> <p>23.2 The Chair of any Committee or Sub-committee of the Council may direct that the Rules of debate for Council meetings contained in Rule 11 shall apply to the meeting of the Committee or to any part of it.</p>	Rule No.	Subject	2.	Presiding at Meetings	3.	Notice of and Summons to Meetings	4.	Quorum	11.	Minutes of Previous Meetings	13.	Members Misconduct	14.	Disturbance by Members of the Public	16.	Voting	17.	Voting on Appointments	18.	Record of Attendance	19.	Exclusion of Public	<p>23.1 now clarifies that the Rules do not apply to certain Committee meetings.</p> <p>23.2 sets out a little more plainly what the current Rules provide.</p>
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<p>24. SPECIAL MEETINGS OF COMMITTEES</p> <p>24.1 The Chair of any Committee or the Mayor may call a special meeting of the Committee at any time.</p> <p>24.2 A quarter of the whole number of Members of the Committee may</p>	<p>Rewritten.</p>																						

<p>require a special meeting to be arranged by signing a written request for that meeting and delivering it to the Chief Executive.</p> <p>24.3 The summons to the special meeting shall set out the business to be considered. No business other than that set out in the summons may be considered at the meeting</p>	
<p>25. SUB-COMMITTEES</p> <p>25.1 Every Committee appointed by the Council may appoint Sub-committees for purposes to be specified by the Committee.</p> <p>25.2 The Chair of a Committee shall be an ex-officio Member of every Sub-committee appointed by that Committee, unless he or she informs the Committee to the contrary.</p>	<p>No change.</p>
<p>26. ATTENDANCE AT MEETINGS OF COMMITTEES AND SUB-COMMITTEES BY MEMBERS NOT MEMBERS OF THE COMMITTEE OR SUB-COMMITTEE</p> <p>26.1 A Member of the Council who is not a Member of a Committee or Sub-committee may attend and speak at a meeting of that Committee or Sub-committee when a matter affecting a ward he or she represents is under consideration.</p> <p>26.2 For the purposes of this Rule, a matter shall not be regarded as affecting a particular Ward if it affects the whole or a substantial part of the Borough in the same way.</p>	<p>No change</p>
<p>27. MOVER OF MOTION MAY ATTEND COMMITTEE OR SUB-COMMITTEE</p> <p>27.1 If the Council refers a motion to a Committee or Sub-committee of the Council the mover of that motion shall be given notice of the meeting which is to consider it and shall also have the right to attend the meeting and speak in support or explanation of the motion.</p>	<p>Rewritten without changing the sense.</p>
<p>28. PUBLIC QUESTIONS AT COMMITTEE MEETINGS</p>	

<p>28.1 The public may ask questions at Overview and Scrutiny Committees and Panels in accordance with arrangements published by the Overview and Scrutiny Committee.</p> <p>28.2 Members of the public may speak at Development Control Committee in respect of planning applications in accordance with arrangements published by the Committee.</p>	
<p>29. CONSIDERATION OF DRAFT PLANS AND STRATEGIES</p>	<p>This section of the current Rules does not relate to debates. It is though required by law and should be retained elsewhere in the Constitution</p>