

PART 4
SECTION A: Council Procedure Rules

1. Annual Meeting of the Council

1.1 Timing and Order of Business

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 on such day in April or May as the Council may fix. The Annual Meeting will:

- 1) elect a person to preside if either the Chairman or Vice-Chairman is not present;
- 2) deal with any item of business required by law to be transacted before any other item;
- 3) elect the Chairman of the Council for the forthcoming municipal year;
- 4) appoint the Vice-Chairman of the Council for the forthcoming municipal year;
- 5) approve the minutes of the last meeting of the Council;
- 6) receive any declarations of interest from members
- 7) receive any announcements from the Chairman and/or Head of the Paid Service;
- 8) elect the Cabinet Leader;
- 9) be notified by the Cabinet Leader of appointments to the Cabinet, the allocation of responsibilities to Cabinet Members and appointments to outside organisations carrying out executive functions;
- 10) establish at least one Overview & Scrutiny Committees and such regulatory and other committees and sub committees as the Council considers appropriate to deal with matters which by law or by this Constitution are neither Executive functions or reserved to full Council;
- 11) determine the size and terms of reference of the committees and sub committees referred to in paragraph 10) above;
- 12) determine the allocation of seats to political groups in accordance with the political balance rules;
- 13) receive nominations of councillors to serve on each Committee and appoint the members thereto;
- 14) receive nominations of councillors to serve on outside bodies and appoint to those bodies except where appointment to any body or class of body is by law or by this Constitution exercisable by the Cabinet;
- 15) approve a programme of ordinary meetings of the Council for the municipal year (if not already agreed); and

- 16) consider any other items of business set out in the summons convening the meeting.

2. Ordinary Meetings of the Council

2.1 Timing and Order of Business

Ordinary Meetings of the Council will take place not less than six times in each municipal year in accordance with a programme determined by the Council. Ordinary Meetings will:

- 1) elect a person to preside if either the Chairman and Vice-Chairman is not present;
- 2) deal with any item required by statute to be dealt with before any other item;
- 3) to approve the minutes of the last meeting;
- 4) receive any declarations of interest from members;
- 5) receive any announcements from the Chairman, Cabinet Leader or Head of the Paid Service;
- 6) dispose of any business carried over from a previous meeting;
- 7) receive a presentation from a relevant individual or organisation including Thames Valley Police, as applicable and agreed in advance of the meeting by the Chairman, on a subject area relevant to the work of the Council or pertinent to a current issue for the Council
- 8) receive and consider the reports and recommendations of the Committees of the Council in date order of the meeting. A minute pack of the full set of meetings to be made available separately for members' information
- 9) receive and consider the recommendations of the Cabinet and receive questions and answers on any of those minutes and recommendations in accordance with Rule 8 of these Procedural Rules;
- 10) receive and consider any reports from the Cabinet Leader, Cabinet Members or Chairman of a Committee and receive questions and answers on any of those reports in accordance with Rule 9.1 of these Procedural Rules;
- 11) to receive questions and answers of the Cabinet Leader, Cabinet Members or Chairman of a Committee asked under Rule 9.2 of these Procedural Rules;
- 12) to receive questions without notice from any member of the Council to the Leader, individual Cabinet Members or Committee Chairmen in accordance with Rule 9.1 of the Council Procedure Rules
- 13) to receive petitions and/or deputations from members of the public with the opportunity for members to ask questions of clarification at the discretion of the Chairman
- 14) receive any reports about and receive questions and answers relating to any joint arrangements or external organisations;

- 15) consider motions;
- 16) consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's Budget and Policy Framework and reports of the Chairman of the Scrutiny Committee for debate; and
- 17) consider any other items of business set out in the summons convening the meeting.

3. Extraordinary Meetings

3.1 Calling Extraordinary Meetings

Those listed below may request the proper officer to call a Council meeting in addition to an Ordinary Meeting (known as an Extraordinary Meeting):

- 1) the Council by resolution;
- 2) the Chairman of the Council;
- 3) the Cabinet Leader;
- 4) the Monitoring Officer or Chief Finance Officer; and
- 5) any five members of the Council if they have signed a requisition presented to the Chairman of the Council (and copied to the proper officer and the Chairman has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition).

3.2 Business

An Extraordinary Meeting of the Council shall be limited to a single item of business notice of which shall be given in the summons for the meeting.

4. Changes in Membership of Committees and Sub-Committees

4.1 Casual Vacancies

The proper officer or such deputy appointed by him/her shall:

- 1) determine after consultation with Group Leaders the allocation of seats to groups when there is a change in political composition during the term of the Council;
- 2) make and terminate the appointments to committee and sub-committees to reflect the wishes of the political group or party which is entitled to the seats.

4.2 Temporary Changes

Temporary changes may be made to the membership of committees as follows:

- 3) the Democratic & Electoral Services Manager or other officer he/she authorises shall agree temporary changes to membership of Committees submitted by Group Leaders, their deputies or other nominated representative after such consultation with other members as the Group Leaders, their deputies or other nominated representative considers appropriate;
- 4) the Democratic & Electoral Services Manager is notified in writing or electronic form by 10 am on the day of the meeting;
- 5) the change applies to the entire meeting;
- 6) the notification will specify whether the change is for a particular meeting or for a period, the dates for which must be given. The maximum period that can apply to a change is 3 months;
- 7) temporary changes may be made to Planning Committee and Licensing and Regulation Committee provided that the replacement members have received mandatory training relevant to the committee's functions;
- 8) temporary changes may be made to Senior Appointments Committee provided that the change is applicable to the whole period that the committee is dealing with a particular appointment or other issue.

These rules do not apply to the Appeals and Complaints Committee or Licensing Sub-Committee.

4.3 Powers and Duties

Temporary members will have all the powers of any ordinary member of the committee/sub-committee but will not be able to exercise any special duties exercisable by the person they are replacing.

5. Appointment of Chairman and Vice-Chairman of Committees and Sub-Committees

- 5.1 The Council shall adjourn its annual meeting to enable every committee to appoint a chairman and vice-chairman who shall hold office until the next annual meeting. The Chairman of the Council or in his/her absence the Vice-Chairman of the Council shall preside at the first meeting for the purposes of appointing a chairman.
- 5.2 Every sub-committee shall at their first meeting after the annual meeting of the Council, appoint a chairman and vice-chairman who shall hold office until the first meeting following the annual meeting of the Council. The chairman of the appointing committee or in his /her absence the vice-chairman of that committee shall preside at the first meeting for the purpose of appointing a chairman.
- 5.3 If the chairman or vice-chairman are absent from a meeting a chairman for that particular occasion shall be appointed.

- 5.4 The chairman, vice-chairman or other person presiding may in exceptional circumstances vacate the chair if they feel that to speak strongly on a particular issue would not be compatible with their role as chairman of the meeting. In such circumstances the member concerned may remain in the meeting and participate in the debate. The vice-chairman shall preside or, if necessary another member shall be appointed to take the chair for this particular item.

6. Place and Time of Meetings

- 6.1 The place and time of every Ordinary or Extraordinary Meeting will be determined by the proper officer and notified in the summons.

7. Notice of and Summons to Meetings

- 7.1 The proper officer will give notice to the public of the date, place and time of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the proper officer will send a summons 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.

8. Chairing of Meeting

- 8.1 The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to Committee and sub-Committee meetings, references to the Chairman also include the Chairman of a Committee or sub-Committee.

9. Quorum

- 9.1 The quorum of a meeting will be one quarter of the whole number of members of the Council. If the meeting does not have a quorum at the time stated in the summons for it to begin the Chairman will wait up to 15 minutes to establish if the meeting has become quorate. If it has not, or if at any time during a meeting the Chairman 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 Chairman, or at the next Ordinary Meeting of the Council.

10. Questions by Members on the Minutes

- 10.1 A Member of the Council may without notice ask the Cabinet Leader or the Cabinet Member with lead responsibility for the subject matter under consideration or a Committee Chairman any question upon any item in the minutes of the Cabinet or the relevant Committee (as the case may be) when that item is being received or considered by the Council.

11. Other Questions by Members

11.1 On the reports of the Cabinet Leader, Cabinet Members and Committee Chairman

A member of the Council may without notice ask the Cabinet Leader or a Cabinet Member or a Chairman of a Committee of the Council any question upon any item in a report of the Cabinet Leader, Cabinet Member or Chairman of a Committee (as the case may be), when that item is being received or considered by the Council.

Notwithstanding the provisions of Rule 14 of these Procedural Rules (rules of debate):

- 1) the maximum time allocated to questioning of the Cabinet Leader, Cabinet Members and Chairman of a Committee under Rule 11.1 above (known as "Question Time") shall be up to 60 minutes in total; and
- 2) During Question Time the questioner is required to pose his question within two minutes and the respondent will have five minutes to reply. The questioner will have the right to one supplementary question which must be posed within one minute and the respondent will have two minutes to reply.
- 3) Any Member of the Council may also without notice request that the Cabinet Leader or a Cabinet Member or a Chairman of a Committee of the Council presents a report to the next Ordinary Meeting concerning any matter falling within the responsibility of the Cabinet or the terms of reference of the relevant Committee (as the case may be).

11.2 Questions on notice at full Council

Subject to Rule 11.3, a member of the Council may ask:

- 1) the Chairman of the Council;
- 2) the Cabinet Leader or a Cabinet Member; or
- 3) the Chairman of any Committee or Sub-Committee of the Council;

a question on any matter in relation to which the Council has powers or duties or which affects the District.

11.3 Notice of questions

A member may only ask a question under Rule 11.2 if either:

- 1) he/she has given at least three clear days notice in writing of the question to the proper officer; or
- 2) the question relates to urgent business, the content of the question has been given to the Democratic and Electoral Services Manager by not later than 4.00 p.m. on the day of the meeting and the consent of the Chairman has been received in advance or is given at the meeting.

11.4 Response

An answer may take the form of:

- 1) a direct oral answer;
- 2) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- 3) where the reply cannot conveniently be given orally, a written answer delivered later to the questioner.

11.5 Supplementary Question

A Member asking a question under Rule 11.2 may without notice ask one supplementary question of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

12. Motions On Notice

12.1 Notice

Except for motions which can be moved without notice under Rule 13 and without prejudice to the additional requirements of Rule 15, written notice of every motion, signed by at least 2 members, must be delivered to the proper officer at least 7 clear working days before the meeting. The proper officer will date and file each notice of motion. The file shall be open to public inspection.

12.2 Motion set out in Agenda

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.

12.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the District or a part of it.

13. Motions Without Notice

13.1 The following motions may be moved without notice:

- 1) to appoint a Chairman for the meeting or the remainder of the meeting;
- 2) in relation to the accuracy of the minutes;
- 3) to change the order of business in the agenda;

- 4) subject to the limitation in set out in paragraph (g) below to move a motion arising out of consideration of an item on the agenda provided the motion is relevant to that item and does not introduce new subject matter;
- 5) that a matter be referred back to a Committee or to an appropriate body or individual;
- 6) that a body be appointed or a person appointed to a body arising from an item on the summons for the meeting;
- 7) to adopt the reports and recommendations of Committees or Officers but a member cannot thereby move a motion or amendment which amends any decision of the Council made under delegated powers;
- 8) to withdraw a motion;
- 9) to amend a motion;
- 10) to proceed to the next item on the agenda;
- 11) that the question be now put;
- 12) to extend the time limit for questions or speeches;
- 13) not to hear further a Member named under Rule 20.3 or to exclude them from the meeting under Rule 20.4 of these Procedural Rules;
- 14) to adjourn a debate;
- 15) to adjourn a meeting;
- 16) to exclude the press and public from the meeting in accordance with the Access to Information Rules;
- 17) by the Chairman to require a Member to leave the meeting;
- 18) to suspend one or more standing orders;
- 19) to give any consent required by these Procedural Rules; or
- 20) to give the consent of the Council where its consent is required by this Constitution.

14. Rules of Debate

14.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded unless the mover is the Chairman of the meeting.

14.2 Right to require motion in writing

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

14.3 Secunder's speech

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

14.4 Content and length of speeches

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 Chairman.

14.5 When a member may speak again

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

- 1) to speak once on an amendment moved by another member;
- 2) to move a further amendment if the motion has been amended since he last spoke;
- 3) if his 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);
- 4) in exercise of a right of reply;
- 5) on a point of order; or
- 6) by way of personal explanation.

14.6 Amendments to motions

- 1) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words,
 - (v) as long as the effect of (ii) to (iv) is not to negate the motion.

- 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.
- 3) If an amendment is not carried, other amendments to the original motion may be moved.
- 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.
- 5) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

14.7 Alteration of motion

- 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.
- 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.
- 3) Only alterations which could be made as an amendment may be made.

14.8 Withdrawal of motion

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.

14.9 Right of reply

- 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.
- 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.
- 3) The mover of the amendment has no right of reply to the debate on his or her amendment.

14.10 Motions which may be moved during debate

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

- 1) to withdraw a motion;
- 2) to amend a motion;
- 3) to extend the time limit for questions and speeches;

- 4) to proceed to the next business;
- 5) that the question be now put;
- 6) to adjourn a debate;
- 7) to adjourn a meeting;
- 8) that the meeting continue beyond 3 hours in duration;
- 9) to exclude the public and press in accordance with the Access to Information Rules; or
- 10) to not hear further a member named under Rule 20.3 or to exclude them from the meeting under Rule 20.4.

14.11 Closure motions

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

- 1) to proceed to the next business;
- 2) that the question be now put;
- 3) to adjourn a debate; or
- 4) To adjourn a meeting.
- 5) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- 6) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- 7) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman 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.

14.12 Point of order

A member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these standing orders or the law. The member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Chairman on the matter will be final.

14.13 Personal explanation

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 Chairman on the admissibility of a personal explanation will be final.

15. Previous Decisions and Motions

15.1 Motion to rescind a previous decision

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 10 members.

15.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of full Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 10 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

16. Voting

16.1 Majority

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.

16.2 Chairman's casting vote

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

16.3 Show of hands

Unless a recorded vote is demanded under Rules 16.4, the Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

16.4 Recorded vote

If any Member present at the meeting demands it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

In accordance with the Local Authority (Standing Orders) (England) (Amendment) Regulations 2014 a recorded vote will be taken when the Council makes a calculation of the budget requirement or issues a Council Tax precept under the relevant sections of the Local Government Finance Act 1992.

16.5 Right to require individual vote to be recorded

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

16.6 Voting on appointments

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.

17. Minutes

17.1 Signing the minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. Only the accuracy of the minutes can be discussed and then only by Motion.

17.2 No requirement to sign minutes of previous meeting at Extraordinary Meeting

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

17.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order in which the Chairman put them.

17.4 Absent Members

If a Member who is unable to attend a meeting wishes to question the accuracy of the minutes of a meeting, he may deliver such question in writing to the proper officer not later than 4.00 pm on the date given in the summons for the meeting at which the minutes are to be approved and the proper officer shall bring the question to the attention of the meeting.

18. Record of Attendance

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.

19. Exclusion of Public

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 19.1 of these Rules (Disturbance by Public).

20. Members' Conduct

20.1 Respect for the Chairman

When the Chairman rises during a debate, any member then standing must immediately stop speaking and sit down, and the Council must be silent.

20.2 Standing when speaking

When a Member speaks at full Council he must stand and address the meeting through the Chairman, except where the Chairman has agreed prior to the meeting that a Member is not required to stand when they speak due to a disability which restricts their mobility. If more than one member stands, the Chairman 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.

20.3 Member not to be heard further

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

20.4 Member to leave the meeting

If the Member continues to behave improperly after such a motion is carried, the Chairman 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.

20.5 General disturbance

The Chairman may adjourn the meeting for as long as he/she considers necessary if there is a general disturbance which makes orderly business impossible.

21. Disturbance By Public

21.1 Removal of member of the public

If a Member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

21.2 Clearance of part of meeting room

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

22. Broadcasting and Recording

Audio recording and text based communication shall be allowed at meetings which are open to the public, whether carried out by a member of the public, a representative of the media or a councillor. The Chairman of the meeting may limit the number of mobile electronic devices in use at any time if there is any interference with the Council's own audio visual equipment. Such devices should always be set to their silent or vibrate modes. Filming or photography during proceedings shall only take place with the prior agreement of the chairman who shall announce any arrangements which has been agreed at the start of the meeting.

23. Disclosable Pecuniary Interest

A Member must leave the meeting room or chamber including the public gallery during the consideration of any item of business in which they have a disclosable pecuniary interest, unless they are permitted to remain as a result of a dispensation.

24. Joint Meetings of an Overview Committee

24.1 Where any matter, decision or item of business:

- 1) falls within the terms of reference of more than one Overview Committee; or
- 2) in the normal course of procedure would be submitted for separate consideration to more than one Overview Committee; or
- 3) could be the subject of a 'Call-In' in accordance with Rule 11 of the Overview Procedure Rules by the Chairman or Vice Chairman of more than one Overview Committee;

then, subject to the proper officer obtaining the agreement of the Chairman, or in the absence of the Chairman, the Vice Chairman of each such Overview Committee (together called the 'relevant Overview Committees') the matter, decision or item of business may be considered by a joint meeting of the Relevant Overview Committees.

24.2 Where agreement has been obtained to the holding of a joint meeting of the relevant Overview Committees the proper officer will convene such joint meeting in compliance with Rule 5 of these Council Procedure Rules.

24.3 The first item of business at a joint meeting of the relevant Overview Committee shall be the election of a Chairman for the duration of the meeting and nominations for the office of Chairman shall be limited to the members present holding the office of Chairman or Vice Chairman of the relevant Overview Committees.

24.4 Nominations for the appointment of a Vice Chairman for the meeting shall also be limited to the members present holding the office of Chairmen or Vice Chairmen of the relevant Overview Committees with the proviso that the Vice Chairman shall not be a member of the same Overview Committee as the Chairman.

24.5 Apart from the right of the Chairman to exercise a second vote no member shall have more than one vote in relation to any motion put to a vote at a joint meeting.

24.6 The Overview Procedure Rules set out in this part of the Constitution shall apply to a joint meeting of the relevant Overview Committees with such modifications or amendments as are necessary to give effect thereto.

25. Petitions

The Chairman of the Council may formally receive – and debate as necessary – a Petition received in accordance with the adopted Petition Scheme in Part 9.

26. Officers Reports

If the Chairman of the Council invites an Officer to present a report, the Council shall resolve itself into a committee to receive and consider such report.

27. Suspension and Amendment of Council Procedure Rules

27.1 Suspension

All of these Council Rules of Procedure except Rule 14.6 and 15.2 may be suspended by motion with 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.

27.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

28. Application to Committees and Sub-Committees etc

28.1 Application to Full Council

All of the Council Rules of Procedure (except Rule 24) apply to meetings of full Council.

28.2 Application to Committees and Sub-Committees

- (1) All of the Council rules of procedure apply to meetings of Full Council. Only Rules 4 to 8, 13, 14 (but not 14.4, 14.5 or 14.9), 16, 17 (but not 17.3), 18 to 23 and 27.2 of these Procedural Rules apply to meetings of committees and sub-committees including the Overview Committees. Rule 9 also applies save that the quorum for any Committee or Sub Committee shall be determined by the relevant Terms of Reference set out in this Constitution.
- (2) In the case of Overview Committees Rule 14 will apply with such modifications as are necessary to give effect to any protocols adopted by the Committees for the conduct of investigative reviews.

- (3) In the case of the Appeals and Complaints, Licensing & Regulation, Licensing 3Sub Committee and Taxi and Private Hire Licensing Sub-Committee Rule 14 will apply with such modifications as are necessary to give effect to any protocol or procedural rules adopted for the conduct of appeals or any relevant legislation applying thereto.
- (4) Rule 24 applies only to a joint meeting of an Overview Committee.

28.3 Application to the Cabinet

These Procedural Rules will only apply to meetings of the Cabinet to the extent specified in the Cabinet Procedure Rules set out in this part of the Constitution, but not further or otherwise.