

# **PART 4 – RULES OF PROCEDURE**

## **COUNCIL PROCEDURE RULES**

### **1.0 Annual Meeting of the Council**

#### **1.1 Timing and Business**

In a year when there is an ordinary election of Council Members, 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 March, April or May. The Annual Meeting will:

- i) elect a person to preside if the Chairman is not present
- ii) elect the Chairman of the Council
- iii) elect the Vice Chairman of the Council
- iv) approve the minutes of the last meeting
- v) receive any announcements from the Chairman, Mayor and/or Chief Executive
- vi) appoint at least one Overview and Scrutiny Committee to be known as the Overview and Scrutiny Committee, and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council, nor are Executive functions (as set out in Part 3 of this Constitution), also to appoint to any Member Working Groups as requested by the Executive
- vii) be told by the Mayor about the composition and constitution of the Executive for the coming year and the names of Councillors he/she has chosen to be members of the Executive
- viii) be told by the Mayor about the Scheme of Delegation for Executive Functions (as set out in Part 3 of this Constitution)
- ix) approve a programme of ordinary meetings of the Council for the year
- x) consider any business set out in the notice convening the meeting

#### **1.2 Selection of Councillors on Committees and Outside Bodies**

At the Annual Meeting the Council meeting will:

- i) decide which Committees to establish for the Municipal Year
- ii) decide the size and terms of reference for those Committees
- iii) decide the allocation of seats to political groups in accordance with the political balance rules

- iv) receive nominations of councillors to serve on each Committee and outside body; and
- v) appoint to those Committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Executive.
- vi) receive nominations of councillors to serve on any Member Working Groups as requested by the Executive
- vii) appoint to those Member Working Groups

## **2.0 Ordinary Meetings**

2.1 Ordinary Meetings of the Council will take place in accordance with a programme drawn up by the Monitoring Officer in consultation with the secretary of each political group and the Mayor. Ordinary Meetings will:

- i) elect a person to preside if the Chairman and Vice Chairman are not present
- ii) approve the minutes of the last meeting
- iii) receive any declarations of interests from Members
- iv) receive any announcements from the Chairman, the Mayor, members of the Executive or the Chief Executive
- v) receive petitions from the public in relation to matters with which the Council is concerned
- vi) receive questions from and provide answers to the public in relation to matters which the Council is concerned (with the exception of Annual Council and Budget Setting Council)
- vii) receive questions from Members
- viii) deal with any business from the last Council meeting
- ix) receive a report from the Mayor (with the exception of Annual Council)
- x) receive reports from the Executive and the Council's Committees and receive questions and answers on any of those reports
- xi) receive reports about and receive questions and answers on the business of joint arrangements and external organisations
- xii) to receive reports from Scrutiny Committees
- xiii) to receive reports from Neighbourhood Forums
- xiv) consider motions
- xv) consider any other business specified in the summons to the meeting, including consideration of proposals from the Executive in relation to the Council's Budget and Policy Framework, the reports of the Overview and Scrutiny Committees for debate, or Neighbourhood Forums in relation to non-Executive items

## **3.0 Extraordinary Meetings**

### 3.1 **Calling Extraordinary Meetings**

Those listed below may request the Monitoring Officer to call Council meetings in addition to ordinary meetings:

- i) The Council by Resolution
- ii) The Chairman of the Council
- iii) The Mayor of the Council
- iv) The Monitoring Officer
- v) Any 5 Members of the Council if they have signed a requisition presented to the Chairman of the Council and he/she has refused to call a meeting or has failed to call a meeting within 7 days of the presentation of the requisition

### 4.0 **Time and Place of Meetings**

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

### 5.0 **Notice of and Summons to Meetings**

The Monitoring Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Monitoring Officer will send a summons signed by the Chief Executive by e-mail or 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.

### 6.0 **Chair of Meeting**

The person presiding at the meeting may exercise any power or duty of the Chair. Where these rules apply to Committee and Sub-Committee meetings, references to the Chair would also include the Chair of Committees and Sub-Committees.

### 7.0 **Quorum**

The quorum of a meeting will be one-quarter of the whole number of Members. If, after 15 minutes from the time fixed for holding the meeting a quorum is not present, no business shall be transacted and the Monitoring Officer shall record the fact in the Minute Book, entering the names of the Members who were in attendance. During any meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting shall at the expiration of 5 minutes from the count disperse.

Consideration of any business not transacted shall be adjourned to a time affixed by the Chair at the time the meeting is adjourned or, if the Chair does not fix a time, to the next Ordinary meeting of the Council.

## **8.0 Duration of Meeting**

Unless the majority of Members present vote for the meeting to continue, all meetings of the Council are to finish by 10.30 pm. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next Ordinary meeting.

## **9.0 Questions by Members on Mayor's Report**

9.1 At Council Members will be entitled to ask questions of the Mayor.

9.2 The Procedure will be:

On introducing the report the Chairman will ask for a show of lights to indicate which Members wish to ask a question of the Mayor. The Chairman will then read out all the names of Members who have requested to ask a question and seek confirmation that that list is correct. Once the Chairman is satisfied that he/she has the names of all those members wishing to ask a question, he/she will ask the Mayor to speak to the report. Only those Members named by the Chairman will be permitted to ask a question. Each Member named is limited to one question only.

9.2.1 The Mayor will speak to the report

9.2.2 The Chairman will call upon the Members he/she has on his/her list in the order

that he/she read out the list to ask their question. The Mayor will then respond.

9.2.3 No Member when asking a question will have longer than 1 minute per question and there will be no statements or supplementary questions, with the exception to the Leader of the Main Opposition Group who will be entitled to ask a supplementary question to their own question, or if the Main Opposition Leader is not present the Deputy Leader may then ask a supplementary question to their question. No other member, except if, at the Mayor's discretion he/she passes the answering of the question to the relevant portfolio holder to answer, may speak whilst the questions and answers are being given except to raise a point of order under Rule 15.13 or to move under Rule 15.11 that the Council proceed to the next business.

9.3 The Chairman will be able to rule out of order questions that in his/her opinion are: defamatory or frivolous or offensive or which uses overtly racist/sexist/obscene/rude/foul or inappropriate language, requires disclosure of confidential or exempt information which relates to an individual case.

#### **10.0 Written Questions by Members**

10.1 A Member may ask any question relating to a matter in respect of which the Council has power, or which affects the Borough whether or not the matter is dealt with by or falls within the province of the Executive or any Committee reporting to the meeting of the Council at which the question is asked.

10.2 A Member may ask any question relating to the activities of a Company (which is an authorised Company under Section 71 of the Local Government and Housing Act 1989), of any Member or officer who has been authorised by the Council to act as the Authority's representative at meetings including a general meeting of that Company, or has become a member or Director of that Company, either at the nomination of the Council or under any other of the circumstances referred to in Section 71(7) of the Act.

10.3 A Member of the Council may ask the Mayor or the Chair of a Committee any question without Notice upon an item in a Report of the Executive or a Committee when that item is being received or under consideration by the Council.

10.4 Notice of all questions other than referred to in 9 above shall be given in writing to the Monitoring Officer not later than 5.00 pm on the 3<sup>rd</sup> working day before the date of the meeting.

10.5 Where a reply to any question cannot conveniently be given in writing at the meeting, it shall be deemed a sufficient reply if a written answer is supplied to the Member who has asked the question within 7 working days of the meeting of the Council.

10.6 The Chairman will be able to rule out of order questions that in his/her opinion are:

- not about a matter for which the Council has responsibility or which affects the Borough
- defamatory or frivolous or offensive or which uses overtly racist/sexist/obscene/rude/foul or inappropriate language
- requires disclosure of confidential or exempt information which relates to an individual case

#### 11.0 **Questions by the Public**

##### 11.1 **General**

Any member of the public being a resident of or a registered local government elector in the Borough may ask questions of Members of the Executive and Chairs of any Council Committee at Ordinary meetings of the Council.

##### 11.2 **Order of Questions**

Questions will be asked in the order they were received except that the Monitoring Officer may group together similar questions.

##### 11.3 **Notice of Questions**

Notification of the intent to ask a question must be given in writing or by electronic mail to the Monitoring Officer 7 clear working days before the meeting of the Council. The notification must give the name and address of the questioner and contain the question to be asked.

##### 11.4 **Number of Questions**

No person may ask more than one question and no more than 3 questions may be asked on behalf of one organisation.

#### **11.5 Scope of Question**

The Monitoring Officer may reject a question if it:

- is not about a matter for which the Council has a responsibility or which affects the Borough
- is defamatory, frivolous or offensive or uses overtly racist, sexist, obscene, lewd, foul or other inappropriate language
- is substantially the same as a question which has been put at a meeting of the Council in the past six months, or
- requires the disclosure of confidential or exempt information or which relates to an individual case

#### **11.6 Record of Questions**

The Monitoring Officer will enter all questions received and not ruled out of order in a book open to public inspection and will immediately send a copy of the question to the Member to whom it is to be put.

Copies of all questions not ruled out of order will be circulated to all Members and will be made available to the public attending the meeting.

#### **11.7 Asking the Question at the Meeting**

At the meeting the questioner will be invited to put the question in person. The Chairman will determine the appropriate person to answer the question. If the questioner who has submitted a written question is not present at the meeting, the question will not be asked, but a written reply will be sent to the questioner after the meeting.

#### **11.8 Supplemental Question**

A questioner who has put a question in person may, with the consent of the Chairman, put one supplementary question to the Member who has replied to the original question. A supplementary question must only

seek clarification of the reply. The Chairman may reject a supplementary question on any of the grounds in Rule 11.5 above.

### **11.9 Written Answers**

Any question which cannot be dealt with during public question time either because of lack of time or because of the non-attendance of the Member to whom it was to be put will be dealt with by a written answer. In any event a written reply will be sent to all questioners after the meeting.

### **11.10 Reference of Question to the Executive or to a Committee**

Unless the Chairman 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 Executive or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

11.11 A maximum of 30 minutes will be allowed for public questions at meetings of the Council.

### **12.0 Petitions**

12.1 The Council has adopted a Petition Scheme which is found at the end of these Procedure Rules at Appendix 1

### **13.0 Motions on Notice**

13.1 Except for motions which can be moved without notice under Rule 14, written notice shall be given of any motion proposed to be moved at any meeting of the Council. The notice shall be signed by a Member of the Council who shall be identified as the proposer. All notices shall be delivered to the Monitoring Officer by 12:00 noon on the working day before the day for agenda publication (this will normally be on the sixth clear working day before the meeting). The Monitoring Officer shall keep a record of all notices of motion properly signed and identifying the proposer in the order in which they are received, and such record shall be available for inspection by any Member of the Council.

### **13.2 Motion set out in Agenda**



- (i) The Agenda for every meeting of the Council shall include as part of the business to be transacted, all motions of which notice has been duly given, unless the proposer of any motion has withdrawn it in writing. The motions shall be set out with the names and political groups of the proposers in the order in which the notices were recorded.
- (ii) The Agenda will also include a report from officers commenting on the subject matter of the motion if it relates to any actions or proposed actions of the Council or Executive.

13.3 If a motion set out in the Agenda is not moved at the meeting it shall, unless postponed by consent of the Council, be treated as abandoned and shall not subsequently be moved without fresh notice being given. Where consent is given to a motion being postponed, then such motion shall be set out in the summons of the next meeting of the Council before any motions included in the business of that next meeting.

#### 13.4 **Scope**

Motions must be about matters for which the Council has a responsibility, or which affect the Borough.

#### 14.0 **Motions without Notice**

The following motions may be moved without Notice:

- a) To appoint a Chair of the meeting at which the motion is moved in the absence of the Chairman and Vice Chairman
- b) In relation to the accuracy of the Minutes
- c) As to closure, adjournment, order of business or next business
- 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 the Executive Committees or Officers and any resolutions 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) That the meeting continue beyond 10.30 pm
- l) To suspend a particular Council Procedure Rule

- m) To exclude the press and public in accordance with the Access to Information Rules
- n) To not hear further from a Member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4 and to give the consent of the Council where its consent is required by this Constitution
- o) To consider any issue which, in the opinion of the Chair, shall be considered as a matter of urgency and which by a vote of the Council is decided to be one of urgency

## 15.0 **Rules of Debate**

### 15.1 **No Speeches until the Motion is 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.

### 15.2 **Right to Require Motion in Writing**

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

### 15.3 **Secunder's Speech**

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

### 15.4 **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 7 minutes by a mover of a motion, with the exception of the speech moving the motion on the Council's Budget in which case the mover may not exceed 20 minutes and no speech by other Members shall exceed 5 minutes with the exception of speeches by leaders of opposition groups responding to the Budget in which case the speech shall not exceed 10 minutes. A Member may speak for longer than 5 minutes with the consent of the Council. The mover of an original motion in exercising the right of reply shall not exceed 3 minutes. While a Member is speaking the other Members shall remain seated unless rising to make a point of order or in personal explanation.

### 15.5 Order of Speakers

A Member wishing to speak shall indicate to the Chair by using the indicator light on the microphone. The Chair shall decide the order in which Members are called to speak. When called to speak, the Member shall stand and shall address the Chair.

### 15.6 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:

- 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) in exercise of a right of reply
- d) on a point of order
- e) by way of personal explanation

### 15.7 Amendments to Motions

- a) 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
  - iv) to insert or add words
  - v) an amendment must not:
    - 1) be a direct negative of a motion or
    - 2) seek to introduce into the motion a new issue unrelated to the subject dealt with in the motion.
- b) After a Motion has been moved and seconded the Chair will ask if any Members wish to move any amendments. Members wishing to move an amendment will indicate by turning on their lights. The Chair will note the name of each Member and read out their names. The Chair will then call on those Members in turn to move their amendments. After the mover of each amendment has spoken the Chair will call for a seconder. Other than formally seconding the amendment the seconder will only be entitled to speak after all amendments have

been put. Once all amendments have been put Members will be invited to debate the motion and the respective amendments.

- c) The mover of the original motion will be entitled to sum up at the end of the debate.
- d) The Chair will then read out each of the amendments in the order they were presented and invite Members to vote on them. At the end of voting on all the amendments the Chair will read out the final agreed motion.

### 15.8 **Alteration of Motion**

- a) 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.
- b) 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.
- c) Only alterations which could be made as an amendment may be made.

### 15.9 **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.

### 15.10 **Right of Reply**

- a) 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.
- b) The mover of the amendment has no right of reply to the debate on his/her amendment.

### 15.11 **Motion which may be moved during Debate**

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

- 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 the meeting
- g) That the meeting continue beyond 10.30 pm
- h) To exclude the public and press in accordance with the Access to Information Rules
- i) To not hear further a Member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4

### 15.12 **Closure Motions**

- a) A Member may move without comment the following motions at the end of a speech of another Member:
  - i) To proceed to the next business
  - ii) That the question be now put
  - iii) To adjourn the debate
  - iv) To adjourn the meeting
- b) If a motion to proceed to next business is seconded and the Chair 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.
- c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair 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 to reply.

- e) Where there are a number of items on the agenda the Chair can exercise his/her discretion and put a time limit on the length of debate for motions. When exercising this discretion the Chair will have regard to allowing for speakers from all parties to be able to contribute to allow for a balanced debate.

#### 15.13 **Point of Order**

A Member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of the 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 Chair on the matter will be final.

#### 15.14 **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 a Member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

#### 16.0 **Motions Referred from either the Development Control or the Licensing Committee**

- 16.1 Where Council is considering a motion referred to it by either the Development Management or the Licensing Committee relating to an application for planning permission or a licence, the Council will follow the same rules for considering such applications as adopted by the Committee, and set out in the Standing Committee Procedure Rules.

#### 17.0 **Previous Decisions and Motions**

##### 17.1 **Motion to Rescind a Previous Decision**

A motion or an 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 4 Members, or it is permitted by virtue of the Budget & Policy Procedure Rules.

#### **17.2 Motions Similar to One Previously Rejected**

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past 3 months cannot be moved unless the notice of motion or amendment is signed by at least 4 Members. Once the motion or amendment is dealt with no-one can propose a similar motion or amendment for 3 months, unless it is permitted by virtue of the Budget & Policy Procedure Rules.

#### **18.0 Voting**

##### **18.1 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.

##### **18.2 Chair's Casting Vote**

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

##### **18.3 Show of Hands**

Unless a recorded vote is demanded under Rule 18.4, the Chair will take the vote by show of hands or, if there is no dissent, by affirmation of the meeting.

##### **18.4 Recorded Vote**

18.4.1 If 4 Members present at the meeting rising in their places demand 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.

18.4.2 Immediately after any vote is taken at a budget decision meeting there must be recorded in the minutes of the proceedings of that meeting

the names of the persons who cast a vote for the decision or against the decision or who abstained from voting. For the purposes of this paragraph a budget decision means a meeting at which there is a calculation in accordance with sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992, and includes a meeting where making the calculation is included as an item of business on the agenda for that meeting

#### **18.5 Right to Require Individual Vote to be Recorded**

Where, immediately after a vote is taken, any Member so requires, there shall be recorded in the Minutes whether the Member cast his/her vote for or against the question or abstained from voting.

#### **18.6 Voting on Appointments**

If there are more than 2 people nominated for any position to be filled and there is not a clear majority of votes in favour of 1 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.

#### **19.0 Minutes**

##### **19.1 Signing the Minutes**

The Chair will sign the Minutes of the proceedings at the next suitable meeting. The Chair will move that the Minutes of the previous meeting be signed as a correct record. The only part of the Minutes that can be discussed is their accuracy.

19.2 Minutes of the proceedings of the Council shall be drawn up and entered into a book kept for that purpose.

##### **19.3 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 a meeting called under Paragraph 3 of Schedule 12



to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that Paragraph) will be treated as a suitable meeting for the purposes of Paragraph 41(1)(2) of Schedule 12 relating to signing of Minutes.

#### **19.4 Form of Minutes**

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

#### **20.0 Record of Attendance**

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

#### **21.0 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 24 (Disturbance by Public).

#### **22.0 Members' Conduct**

##### **22.1 Members Disclosable Pecuniary and Other Registrable Interests**

Where a Member has declared a Disclosable Pecuniary Interest or another Registrable Interest in any business of the Council;

- (a) The Member must withdraw from the room or chamber where a meeting considering the business is being held unless he/she has obtained a dispensation from the Monitoring Officer
- (b) The Member must not exercise executive functions in relation to that business; and
- (c) The Member must not seek improperly to influence a decision about that business

##### **22.2 Standing to Speak**

When a Member speaks at full Council they must stand and address the meeting through the Chair. If more than one Member stands, the Chair will ask one to speak and the others must remain seated whilst a

Member is speaking unless they wish to make a point of order, or a point of personal explanation.

## 22.2 **Chair Standing**

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

## 22.3 **Member not to be Heard Further**

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

## 22.4 **Member to Leave the Meeting**

If the Member continues to behave improperly after such a motion is carried, the Chair may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## 22.5 **General Disturbance**

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

## 23.0 **Disturbance by Public**

### 23.1 **Removal of Member of the Public**

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

### 23.2 **Clearance of Part of Meeting Room**

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

## 24.0 **Political Groups**

- 24.1 If two or more Members wish to be treated as a political group, then written notice shall be given to the Monitoring Officer, who shall notify the Council of the formation of the group. The written notice shall be signed by each member of the group and shall give the name of the group and the name of the Leader of the group.
- 24.2 Each group shall appoint a Secretary, whose name and address shall be given to the Monitoring Officer as soon as possible after the formation of the group.
- 24.3 If any Member wishes to join an existing political group, then written notice shall be given to the Monitoring Officer, signed by that Member and either the Leader of the group or a majority of the other members of the group.

## **25.0 Suspension and Amendment of Council Procedure Rules**

### **25.1 Suspension**

All of these Council Rules of Procedure except 18.4.2, 22 and 23 may be suspended by motion on notice or without notice if at least one-half of the whole number of the Members of the Council are present. Suspension can only be for the duration of the meeting.

### **25.2 Amendment**

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

## **26.0 Application to Committees and Sub-Committees**

All of the Council Rules of Procedure apply to meetings of full Council. Only Rules 18.4.2 and 22.1 of these rules apply to meetings of the Executive. Only rules 5-8, 17-19, 21-23 but not rule 22.2 apply to meetings of Committees and Sub-Committees.