

PART 4

Rules of Procedure

NB: Nothing in these rules supersedes the statutory provisions that apply to the conduct of meetings.

COUNCIL PROCEDURE RULES

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1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and 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 in May, or in March or April if the Council so determine.

The annual meeting will:

- (i) elect a person to preside if the Mayor is not present;
- (ii) elect the Mayor;
- (iii) appoint the Deputy Mayor;
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the Mayor and/or Head of Paid Service;
- (vi) elect the Leader;
- (vii) agree the number of Members to be appointed to the Executive and appoint those members of the Cabinet;
- (viii) appoint five Overview and Scrutiny Committees, a Standards 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, Table 1 of this Constitution);
- (ix) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
- (x) approve a programme of ordinary meetings of the Council for the year; and
- (xi) 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.

2. ORDINARY MEETINGS

2.1 Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary meetings will:

- (i) elect a person to preside if the Mayor is not present;

- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from Members;
- (iv) receive any petitions;
- [(iv)(a) set the Council Tax;]
- (v) receive questions from, and provide answers to, the public in accordance with Rule 10;
- (vi) receive questions from Members in accordance with Rule 11;
- (vii) consider Ward Concerns, in accordance with Rule 12;
- (viii) deal with any business from the last Council meeting;
- (ix) receive reports from the Executive and the Council's Committees and receive questions and answers on any of those reports;
- (x) receive reports of the Overview and Scrutiny Committees for debate;
- (xi) receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (xii) 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;
- (xiii) receive any announcements from the Mayor, Leader, Members of the Cabinet or the Head of Paid Service; and
- (xiv) consider motions of which notice has been given, in accordance with Rule 13.

2.2 Subject to there being no statutory requirement to the contrary, a motion may be moved without notice but an item of business specified in the summons shall have precedence.

3. EXTRAORDINARY MEETINGS

3.1 Calling extraordinary meetings.

Those listed below may request the proper officer to call Council meetings in addition to ordinary meetings:

- i) the Council by resolution;
- ii) the Mayor;
- iii) the Monitoring Officer; and
- iv) any five Members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition (as provided for in Part I of Schedule 12 of the Local Government Act 1972).

3.2 Business

At a special or extraordinary meeting, the scope of questions and motions (in accordance with Rules 10, 11 and 13) shall be limited to matters arising for consideration at that meeting.

4. SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

A Member of the Council may, on the authority of the Council, nominate another Member of the Council (except a Member of the Executive) to act as a substitute in the absence of the nominating Member at any meeting of a Committee or Sub-Committee, subject to the following conditions:

- (i) Substitute members will have all the powers and duties of any ordinary member of the Committee or Sub-Committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting;
- (ii) The nomination will not take effect until the Head of Paid Service is notified of the intended substitution by the nominating Member;
- (iii) Any authority given by the Council under this Rule shall expire at the end of the municipal year in which it is given, unless renewed.

5. TIME AND PLACE OF MEETINGS

The time and place of meetings will be determined by the Head of Paid Service and notified in the summons.

6. NOTICE OF AND SUMMONS TO MEETINGS

The Head of Paid Service will give notice to the public of the time and place of any meeting in accordance with the Local Government Act 1972 and the Access to Information Rules. At least five clear days before a meeting, the Head of Paid Service will send a summons signed by him or her by post to every Member of the Council's home address (or other specified address) or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7. CHAIR OF MEETING

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

8. QUORUM

The quorum of a meeting will be one quarter of the whole number of Members. During any meeting if the Mayor counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

9. DURATION

- 9.1 If the business of the meeting has not been concluded within 3 hours, the Mayor will interrupt the meeting and call for a vote immediately on the item under discussion.
- 9.2 If there are any other Executive or Head of Paid Service recommendations on the agenda that have not been dealt with, they will be deemed formally moved and seconded and the vote will be taken in the usual way, with no speeches allowed.
- 9.3 Any motions on the agenda that have not been dealt with and any other remaining business will be considered at the next ordinary meeting.

10. QUESTIONS BY THE PUBLIC

10.1 General

Members of the public may ask questions of Members of the Executive, Group Leaders or Committee/Sub-Committee Chairs at ordinary meetings of the Council. Question time will be limited to 30 minutes (although the Mayor will have the discretion to extend this to allow supplementary questions to be asked and answered in respect of a question asked within the 30 minutes). The purpose of such questions is to obtain information or press for action; they should not be framed primarily so as to convey information or a particular point of view.

10.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Mayor may group together similar questions.

10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than midday 5 working days before the day of the meeting. Each question must give the name and address of the questioner and must name the Member of the Council to whom it is to be put. The questioner may subsequently give notice, in writing or by email, received by the Chief Executive no later than the scheduled start time of the meeting, that they wish to withdraw the question. A replacement question may be asked only if delivered to the Chief Executive by midday 5 working days before the day of the meeting.

10.4 Number of questions

At any one meeting no person may submit more than one question and no more than 3 such questions may be asked on behalf of one organisation. Each element of multi-part questions will be treated as a separate question. No question should exceed 100 words.

10.5 Scope of questions

The Chief Executive may reject a question if it:

- is not about a matter in which the local authority has powers or duties or which specifically affects the borough;
- contains arguments, expressions of opinion, inferences or imputations, unnecessary epithets, or rhetorical, controversial, ironical or offensive expressions or is defamatory or frivolous;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- requires the disclosure of confidential or exempt information; or
- relates to a specific planning or licensing application.

10.6 Record of questions

The Chief Executive will enter each question 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. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all Members and will be made available to the public attending the meeting.

10.7 Asking the question at the meeting

The Mayor will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present, a written reply will be given and copied to all Members.

Questioners must declare any current or prospective financial or personal interest they may have in the matter.

10.8 Supplementary question

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Mayor may reject a supplementary question on any of the grounds in Rule 10.5 above or if it is too long.

10.9 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.

10.10 Reference of question to the Executive or a Committee

Unless the Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Executive or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

10.11 The answer to the original question and any supplementary question should address the points contained in the question and should not generally exceed 100 words.

11. QUESTIONS BY MEMBERS

11.1 On reports of the Executive or Committees

A Member of the Council may ask the Leader, a Member of the Executive or the Chair of a Committee any question upon an item of the report of the Executive or a Committee when that item is being received or under consideration by the Council (except in respect of the annual Revenue Budget and Council Tax report when any such questions will be asked immediately after reception of the report is moved and before the mover speaks to it), provided that a copy of the question has been delivered to the Chief Executive no later than noon of the day before the meeting or the Mayor rules that by reason of special circumstances the question is of urgent importance. If elucidation of the reply is required, the questioner may ask one supplementary question which must arise directly out of the original question or the reply.

11.2 Questions on notice at full Council

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

- the Mayor;
- a Member of the Executive; or

- the Chair of any Committee or Sub-Committee

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

Members' Question time will be limited to 30 minutes (although the Mayor will have the discretion to extend this to allow supplementary questions to be asked and answered in respect of a question asked within the 30 minutes).

11.3 Notice of questions

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

- (a) they have given notice of the question in writing or by email to the Chief Executive by no later than 12 noon on the third working day before the day of the meeting; or
- (b) the question relates to urgent matters, they have the consent of the Mayor as to whom the question is to be put and the content of the question is given to the Chief Executive before the meeting.

No Member may give notice to ask more than one question at any one meeting. No question should exceed 100 words. The Member may subsequently give notice, in writing or by email, received by the Chief Executive no later than the scheduled start time of the meeting, that he/she wishes to withdraw the question. A replacement question may be asked only if delivered to the Chief Executive by midday on the third working day before the day of the meeting.

The purpose of questions under Rules 11.1 and 11.2 is to obtain information or press for action; they should not be framed primarily so as to convey information or a particular point of view.

The Chief Executive may reject a question if it is substantially the same as a question which has been put at a meeting of the Council in the past 6 months, unless the original question did not receive a direct oral answer.

The Chief Executive may also reject a question if it contains arguments, expressions of opinion, inferences or imputations, unnecessary epithets, or rhetorical, controversial, ironical or offensive expressions or is defamatory or frivolous.

11.4 Response

An answer may take the form of:

- (a) a direct oral answer, which should not generally exceed 100 words;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

The answer should address the points contained in the question.

In the absence of the Member to whom the question is to be put, the Leader will reply or will nominate another Cabinet Member (or Committee/Sub-Committee Member) to provide an oral response.

11.5 Supplementary questions

If elucidation of a reply is required, the questioner may ask one supplementary question. Up to two other Members may put no more than one supplementary question each. The supplementary questions must arise directly out of the original question or the reply, and should be short and confined to not more than two points. If a supplementary question exceeds this guideline, the Member replying need only answer the two main points.

11.6 Record

The original question and the reply will be recorded in full in the Minutes. A summary will be given of any supplementary questions and replies.

11.7 Written Answers

Any question which cannot be dealt with because of the lack of time or because of the non-attendance of the Member who was to ask the question will receive a written answer which will be appended to the Minutes of the meeting.

11.8 Written Questions

In addition to a question under Rules 11.1 or 11.2, a Member may submit a written question to the Mayor, a Member of the Executive or a Committee/Sub-Committee Chair on any matter in relation to which the Council has powers or duties or which specifically affects the borough, subject to the limits set out in Rule 11.3 in relation to notice, length and reasons for rejection. The question and the reply will be appended to the Minutes.

12. WARD CONCERNS

12.1 At each ordinary meeting of the Council, three members of the Council may speak for up to five minutes on matters specific to their Wards or to one or more residents of their Wards.

12.2 A Member may only speak under Rule 12.1 if they have given notice in writing or by email to the Chief Executive by no later than noon 10 working days before the meeting, indicating the issue on which they wish to speak and the nature of any proposal(s) to be made, and giving sufficient information to enable the Cabinet Member to provide a considered response.

12.3 If by the deadline, more than three Members have indicated a wish to speak, the Chief Executive will draw lots to determine which three should be allowed to do so.

12.4 At the end of each Member's speech, the relevant Cabinet Member will reply, addressing in particular any specific proposals that may have been made.

12.5 In the absence of the Member who had given due notice, the Mayor will invite either of the other Ward Councillors to present the issue. If neither is willing/able to do so, a written answer will be produced (based on the information provided in accordance with Rule 12.2) and included in the Minutes of the meeting. In the absence of the relevant Cabinet Member, a written answer will be produced and included in the Minutes of the meeting.

13. MOTIONS ON NOTICE

13.1 Notice

Except for motions which can be moved without notice under Rule 14, written notice of every motion must be delivered to the Chief Executive not later than 12 noon four working days before the date of the meeting. These will be entered in a book open to public inspection.

13.2 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 or by email, that they propose to move it to a later meeting or withdraw it.

13.3 Scope

Motions must relate to matters in which the Council has powers or duties and must not include declaratory statements relating to matters wholly outside the ambit of the Council.

14. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice, and will then be followed by no more than the number of speakers indicated in brackets:

- (a) to appoint a Chair of the meeting at which the motion is moved (none);
- (b) in relation to the accuracy of the minutes (no limit);
- (c) to change the order of business in the agenda (none);
- (d) to refer something to an appropriate body or individual (no limit, unless moved in accordance with Rule 10.10);
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting (no limit);
- (f) to adopt recommendations of Committees or officers and any resolutions following from them (no limit);
- (g) to withdraw a motion (none);
- (h) to amend a motion (no limit);
- (i) to proceed to the next business (none, except right of reply in accordance with Rule 15.11);
- (j) that the question be now put (none, except right of reply in accordance with Rule 15.11);
- (k) to adjourn a debate (none);
- (l) to adjourn a meeting (none);
- (m) to suspend a particular Council procedure rule (two);
- (n) to exclude the public and press in accordance with the Access to Information Rules (two);
- (o) to not hear further a Member named under Rule 21.3 or to exclude them from the meeting under Rule 21.4 (none); and
- (p) to give the consent of the Council where its consent is required by this Constitution (no limit).

15. RULES OF DEBATE

15.1 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.

15.2 Right to require motion in writing

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

15.3 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 5 minutes without the consent of the Council, save in the case of a mover of a motion to receive and adopt a report or a motion under Rule 13, or an Executive Member or the Chair of a Committee replying to an amendment, who shall be entitled to speak for not longer than 10 minutes.

15.5 When a Member may speak again

A Member who has spoken on any motion or amendment may not speak again whilst it is the subject of debate, except:

- (a) in exercise of a right of reply;
- (b) on a point of order; and
- (c) by way of personal explanation.

15.6 Amendments to motions

(a) An amendment to a motion must be relevant to the motion and will be:

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration; or
- (ii) to leave out words; or
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words

as long as the effect of (ii) to (iv) is not to negate the motion.

(b) 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. Amendments to motions will be moved at the earliest possible opportunity during the debate.

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

(d) 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.

(e) After an amendment has been carried, the Mayor will read out the amended motion. He/she will then accept any further amendments or, if there are none or if no Member indicates they wish to speak, he/she will put it to the vote.

15.7 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. If an amendment has already been carried, the mover of that amendment is deemed to be the mover of the revised substantive motion and therefore has the right of reply at the close of the debate on a further amendment.

(c) Only alterations which could have been made as an amendment to the motion may be made.

(d) The Leader may at any time nominate another Cabinet Member to exercise his right of reply to the debate on any paragraph of the Report from the Executive and the exercise of that right shall close the debate on that paragraph.

15.8 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.

15.9 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) 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. If an amendment has already been carried, the mover of that amendment is deemed to be the mover of the revised substantive motion and therefore has the right of reply at the close of the debate on a further amendment.

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

(d) The Leader may at any time nominate another Cabinet Member to exercise his right of reply to the debate on any paragraph of the Report from the Executive and the exercise of that right shall close the debate on that paragraph.

15.10 Motions which may be moved during debate

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

(a) to withdraw a motion;

(b) to amend a motion;

(c) to proceed to the next business;

(d) that the question be now put;

(e) to adjourn a debate;

(f) to adjourn a meeting;

(g) to exclude the public and press in accordance with the Access to Information Rules; and

(h) to not hear further a Member named under Rule 21.3 or to exclude them from the meeting under Rule 21.4.

15.11 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 a debate; or

(iv) to adjourn a meeting.

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

(c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. 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 Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

15.12 Point of order

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

15.13 Personal explanation

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

16. ANNOUNCEMENTS

16.1 The Mayor, the Leader and the Head of Paid Service may make announcements of which notice is not required.

16.2 With the consent of the Mayor, up to two other Members of the Cabinet may make a brief statement relevant to the discharge of their official duties.

17. PREVIOUS DECISIONS AND MOTIONS

A resolution of the Council shall not be rescinded or altered except on the adoption of a recommendation of the Executive or of a Committee of the Council, specifying the proposed rescission or alteration.

17.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past three months cannot be moved unless the notice of motion is signed by at least 6 Members.

17.2 Motion 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 three months cannot be moved unless the notice of motion or amendment is signed by at least 6 Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for a further three months.

18. VOTING

18.1 Majority

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

18.2 Mayor's casting vote

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

18.3 Show of hands

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

18.4 Recorded vote

If 6 Members present at the meeting 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.

18.5 Right to require individual vote to be recorded

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

18.6 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not an absolute majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is an absolute majority of votes for one person. Each Member shall have one vote only at each voting, subject to the Chair's right to give a casting vote.

19. MINUTES

19.1 Signing the minutes

The Mayor will sign the minutes of the proceedings at the next suitable meeting. The Mayor 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 (and then by means of a motion in accordance with Rule 14(b)).

19.2 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 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) and (2) of schedule 12 relating to signing of minutes.

19.3 Form of minutes

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

20. RECORD OF ATTENDANCE

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

21. EXCLUSION OF PUBLIC

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

22. MEMBERS' CONDUCT

22.1 Standing to speak

A Member speaking at full Council must stand and address the meeting through the Mayor. If more than one Member stands, the Mayor will ask one to speak and the others must sit. Other Members must remain seated whilst a Member is speaking except to make a point of order or a point of personal explanation.

22.2 Mayor standing

When the Mayor 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 Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

22.4 Member to leave the meeting

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

22.5 General disturbance

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

23. DISTURBANCE BY PUBLIC

23.1 Removal of member of the public

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

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 Mayor may call for that part to be cleared.

24. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

24.1 Suspension

All of these Council Rules of Procedure except Rule 18.5 and 19.2 may be suspended by motion on notice or without notice if at least two thirds of the whole number of Members of the Council are present. Suspension can be only in relation to a specific matter. Rule 17 may not be suspended to allow rescission or alteration of a decision taken at the same meeting.

24.2 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 to which the Head of Paid Service will submit a report in accordance with Article 15.

25. APPLICATION TO COMMITTEES AND SUB-COMMITTEES

All of the Council Rules of Procedure apply to meetings of full Council. None of the Rules except 9 apply to meetings of the Executive. Rules 5, 6, 7, 14 (part), 15.12, 15.13, 18, 19, 20, 21, 22.3, 22.4, 22.5 and 23 apply to meetings of Committees and Sub-Committees.

Rule 9 applies to meetings of Committees and Sub-Committees (except Appointments Committee, Planning Committee, Licensing Sub-Committee, Appeals Sub-Committee and other meetings of a quasi-judicial nature), except that Overview and Scrutiny Committees may extend their meetings in accordance with Overview & Scrutiny Procedure Rule 17(a).

Separate procedure notes govern the conduct of meetings of certain Committees and Sub-Committees (including the Planning Committee).

Unless specified otherwise elsewhere in this Constitution or in law, the quorum of Committees shall be three, or one-third of the number of voting Committee members, whichever is the greater, and the quorum for Sub-Committees shall be two, or one-third of the number of voting Sub-Committee members, whichever is the greater.