

AMENDMENTS TO PROCEDURE RULES FOR COUNCIL AND COMMITTEES

Rule 4 – Notices of Motion

- (1) Notice of every motion, other than a motion which under Rule 5 may be moved without notice, shall be given in writing and signed or sent by email by the Member intending to move the motion and by a seconder and shall reach the Programmes, Performance and Governance Manager before 10.30 a.m. on the Wednesday in the week preceding the week in which the Council meeting is held.

Rule 8 – Rules of Debate for Council Meetings

Motions and Amendments:

- (1) A motion or amendment shall not be discussed apart from the opening speech of the proposer unless it has been proposed and seconded, and unless notice has already been given in accordance with Rule 4 it shall, if required by the Chairman, be put into writing and handed to the Chairman, unless in a remote meeting, before it is further discussed or put to the meeting.

Only one Member to stand at a time:

- (3) A Member when speaking shall stand and address the Chairman. If two or more Members rise, the Chairman shall call on one to speak; the other or others shall then sit. While a Member is speaking the other Members shall remain seated, unless rising to a point of order or in personal explanation. This sub-rule shall not apply in a remote meeting.

Points of Order

- (14) A Member may rise, on a point of order or in personal explanation and shall be entitled to be heard forthwith. In a remote meeting a member may indicate he wishes to raise a point of order or give a personal explanation by stating he wishes to do so and shall likewise be heard forthwith.
 - (a) A point of order shall relate only to an alleged breach of a Rule of Procedure or statutory provision and the Member shall specify the Rule of Procedure or statutory provision and the way in which he considers it has been broken.
 - (b) A personal explanation shall be confined to some material part of a former speech by him which may appear to have been misunderstood in the present debate.

Respect for Chairman:

- (16) Whenever the Chairman rises during a debate a Member then standing shall resume his seat and the Council shall be silent. In a remote meeting when the Chairman declares that he requires silence then any member speaking at that moment shall immediately become silent

Application to Committees and Sub-Committees:

(18) In a remote meeting the Chairman shall have in his absolute discretion the right to mute the microphone of any member at any time for the sake of the proper and efficient running of the meeting and the transaction of business

Rule 11 – Disturbance by the Public

If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him. If he continues the interruption the Chairman shall order his removal from the Council Chamber or in the case of a remote meeting require that s/he can no longer have access to the meeting. In case of general disturbance in any part of the Chamber open to the public the Chairman shall order that part to be cleared

Rule 13 - VotingMeetings:

- (1) Any item of business will be decided by a simple majority of those Members voting and present at the time the question was put. If a Member has not been present at the meeting for the whole of the consideration of a planning application or related matter, or has not undergone fundamental induction training once such a programme has been introduced he / she shall not vote on the matter. In the case of a remote meeting the following shall apply:
- (a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:
 - (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.
 - (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
 - (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
 - (b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chair may, as they deem appropriate:
 - (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be reestablished;
 - (ii) count the number of Members in attendance for the purposes of the quorum; or

(iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

(2) 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 casting vote.

(3) (i) The mode of voting at meetings of the Council, Committees and Sub-Committees shall be by a show of hands or if there is no dissent, by affirmation of the meeting: Provided that on the requisition of any Member of the Council made before the vote is taken and supported by one other Member who signifies his support the voting on any question shall be by roll-call and shall be recorded so as to show how each Member present and voting gave his vote. The name of any Member present and not voting shall also be recorded.

(ii) In a remote meeting The Chairman call for a vote by the use of an electronic voting system for remote voting or by roll-call and the number of votes for or against or abstentions will be recorded

(4) Where any Member requests it immediately after a vote, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

Rule 14 – Record of Attendances

Every Member of the Council attending a meeting of the Council, or of any of its Committees of which he is a Member, shall sign his name in the attendance book or sheet provided for that purpose or in a remote meeting his name shall be recorded.

Rule 15 – Disclosure of Interests

If a Member has a Discloseable Pecuniary, Other Registrable Pecuniary or Non-pecuniary Interest as defined by the Council's Code of Member Conduct then that interest must be disclosed and where that interest is a Disclosable or Other Registrable Pecuniary one as defined in the Code the Member shall not only disclose it but then withdraw from the meeting (in a remote meeting this will require the remote access to be severed for the particular Member and then reconnected on the conclusion of that item of the agenda) while the business to be transacted is under consideration (unless formal dispensation has been granted).

AMENDMENT TO PROTOCOL ON PUBLIC QUESTION TIME AND PARTICIPATION AT COUNCIL AND COMMITTEE MEETINGS
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In relation to Council meetings:

A period of two minutes will be allowed for the reading of each question (by the questioner if present but not in the case of remote meeting) and the response.

At the end of the document the following shall be added:

“Remote Meetings

In relation to meetings of the Strategy and Resources, Performance, Governance and Audit, Licensing, Overview and Scrutiny, District Planning and Area Planning Committees that are held remotely the references to expressing a view can be done only in writing providing it is received by the Programmes and Performance and Governance Manager by noon on the working day preceding the meeting. No written view shall take longer than 2 minutes to be read nor is there any obligation on the Chairman to allow the reading of any or all of them”