

## **COUNCIL PROCEDURE RULES**

### **1.0 Full Council**

#### **1.1 Introduction**

The Full Council is a formal meeting of all Councillors. The Full Council is required by law to take certain important decisions including setting the Council's budget and Council Tax and approving a number of key plans and strategies, which together form the Policy Framework. These plans are listed in paragraph 2.1 below. Full Council is responsible for all of the functions which are not the responsibility of the Executive. It will carry out some functions itself, but others will be delegated to Committees or named Officers. Further details of the functions which Council has delegated are set out in section three of the Constitution.

### **2.0 The Policy Framework**

2.1 The Policy Framework means the following plans and strategies:

- Sustainable Community Strategy
- Crime and Disorder Reduction Strategy
- Development Plan documents
- Local Transport Plan
- Licensing Authority Policy Statement in relation to Gambling
- Licensing Act 2003 Policy Statement
- The Council's Corporate Plan or its equivalent

### **3.0 Functions of the Full Council**

3.1 Only the Full Council will exercise the following functions:

- a) adopting and changing the Constitution;
- b) approving or adopting the Policy Framework, budget and treasury management strategy;
- c) approving the pay policy statement;

- d) authorising any application to the Secretary of State under section 32 or section 43 of the Housing Act 1985 where the Secretary of State's consent is required to any Housing Land Transfer;
- e) making decisions on matters which are the responsibility of the Executive where the decision maker is minded to make it in a manner which would be contrary to the Policy Framework or contrary to/or not wholly in accordance with the budgetary framework – unless urgency procedures set out in part four of the Constitution apply;
- f) appointing and removing the Leader;
- g) deciding the terms of reference for Committees and making appointments to them - unless the appointments have been delegated by the Council;
- h) changing the name of the area or conferring the title of freedom of the City;
- i) making or confirming the appointment of the Head of Paid Services;
- j) making, amending and revoking bylaws and promoting or opposing the making of local legislation or Personal Bills;
- k) taking decisions in respect of functions which are not the responsibility of Executive and which have not been delegated by the Council to Committees, sub Committees or officers. Further detail relating to the allocation of functions appears in section three of this Constitution;
- l) appointing representatives to outside bodies - unless the appointment has been delegated by the Council;
- m) adopting the Council's Code of Conduct for Members;
- n) any other matters which by law must be reserved to the Council.

## **4.0 Chairing the Council**

- 4.1 The Lord Mayor will preside at meetings of the full Council. In the absence of the Lord Mayor the Deputy Lord Mayor will preside. In the absence of both, then the Council will elect a Member to preside for that meeting. Any powers or duties of the Lord Mayor, as Chair, in

relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

4.2 The Lord Mayor will cease to be Lord Mayor if he or she resigns, is dismissed by a vote of Full Council, ceases to be a Member of the Council, or is unable to act as a Member of the Council. He or she will continue to act as Lord Mayor (whether or not remaining a Councillor) after an election until his or her successor has been appointed. If the Lord Mayor is no longer a Councillor he or she may not vote other than to exercise a casting vote.

4.3 The Lord Mayor shall:

- a) uphold and promote the purpose of the Constitution, and interpret the Constitution when necessary;
- b) preside over meetings of the Council so that its business can be carried out fairly and efficiently and with regard to the rights of Councillors and the interests of the local community;
- c) ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not on the Executive are able to hold the Executive and Committee Chairs to account;
- d) promote public involvement in the Council's activities.

## **5.0 Council Meetings**

5.1 There are three types of Council meeting:

- a) the annual meeting;
- b) ordinary meetings;
- c) extraordinary meetings.

## **6.0 Rules of Procedure and Debate**

6.1 The following Council Procedure Rules will apply to meetings of the Full Council.

## **7. Annual Meeting of the Council.**

- 7.1 The date and time of the Annual Meeting will be determined by the Chief Executive following consultation with the Lord Mayor Elect and the Leader of the Executive and Political Group Leaders.
- 7.2 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 normally take place in May.
- 7.3 At the Annual Meeting of the Council, the order of business shall be as follows:
- a) declarations of interest;
  - b) to elect the Lord Mayor for the ensuing municipal year;
  - c) to appoint a Deputy Lord Mayor for the ensuing municipal year;
  - d) to appoint a Sheriff for the ensuing municipal year;
  - e) at the first Annual Meeting following local elections to appoint a Member as the Executive Leader;
  - f) to approve the size and membership of the Council Committees in accordance with the political balance rules;
  - g) to approve any new terms of reference for those committees;
  - h) to appoint Chairs and Vice-Chairs (where appropriate) of the Council's Committees for the ensuing municipal year;
  - i) to approve appointments of Council representatives on outside bodies for the ensuing municipal year except where this is the function of the Executive or is delegated to another person or body under the Council's Constitution;
  - j) to agree a schedule for the allocation of motions for Ordinary Meetings during the forthcoming Municipal year;
  - k) to consider any other business set out in the notice convening the meeting;
  - l) to consider any business brought before the Council by the Lord Mayor on grounds of urgency in accordance with Section

100B(4)(b) and paragraph 4 (5) of schedule 12 of the Local Government Act 1972.

## **8.0 Ordinary Meetings**

- 8.1 The Council will hold Ordinary meetings for the transaction of general business. The arrangements for these meetings shall be determined by the Chief Executive in consultation with the Leaders of Political Groups.
- 8.2 Normally ordinary meetings of the Council will be held at 6.30 pm at the Guildhall, Different arrangements may be made with the agreement of Council.
- 8.3 The order of business at every ordinary meeting of the Council shall be:
- a) to choose a person to preside if the Lord Mayor or Deputy Lord Mayor is absent;
  - b) declarations of interest;
  - c) to approve as a correct record and sign the minutes of the last meeting or meetings of the Council;
  - d) Lord Mayor's Business;
  - e) Public Participation under Rule 14;
  - f) To receive without discussion petitions which Members wish to present to Council
  - g) to receive and consider a written report from the Leader on the work of the Executive, to ask him or her questions thereon
  - h) to receive and consider a written report from the Deputy Leader on the work of the Executive, to ask him or her questions thereon;
  - i) To debate such recommendations requiring Council approval as may have been made by the Executive;
  - j) to consider motions under Rule 23;
  - k) to ask questions of the Leader, Deputy Leader or Executive members in respect of any matter for which they have responsibility

- l) To receive and consider a written report from Executive Members in an agreed rotation as set out in Standing Order 19 and to question such Members thereon
- m) to receive and consider a written report from the Chair of Customer & Corporate Services Scrutiny Management Committee including such recommendations for approval as may have been made by that Committee under Rule 22;
- n) to receive and consider and report on recommendations of other Scrutiny Bodies;
- o) to receive and consider recommendations of Committees (other than Scrutiny Bodies) under Rule 22.1.
- p) to make any changes in the membership of the Executive, Committees and outside bodies, together with changes to relevant Chairs and Vice Chairs;
- o) to dispose of any business standing adjourned from any previous meeting of the Council;
- q) to consider any other business set out in the notice convening the meeting;
- r) to consider any business, brought before the Council by the Lord Mayor on the grounds of urgency in accordance with Section 100B(4)(b) of the Local Government Act 1972.

The order of business may be varied at the Lord Mayor's discretion, or by resolution passed on a motion duly moved, seconded and decided without discussion.

## **9.0 Budget Council**

9.1 The order of business at Budget Council shall be:

- a) to consider any business raised by the Lord Mayor;
- b) to hear any public participants in relation to business associated with setting the Council's budget for the coming financial year;
- c) to receive any petitions presented by Members in relation to business associated with setting the Council's budget for the coming financial year;

- d) to consider and determine the Executive's recommendations on setting the following budgets for the coming financial year;
  - i) revenue budget (including fees and charges and Housing Revenue Account estimates);
  - ii) capital programme;
- e) to agree a Council Tax resolution for the coming year based on the above agreed budget; and
- f) to consider and determine the Executive's recommendations in relation to the Treasury Management Statement and Prudential Indicators, as necessary;
- g) to consider any other business set out in the notice convening the meeting;
- h) to consider any business, brought before the Council by the Lord Mayor on the grounds of urgency in accordance with Section 100B(4)(b) of the Local Government Act 1972.

## **10.0 Extraordinary Meetings**

10.1 Schedule 12 of the Local Government Act 1972 allows extraordinary meetings of the Council to be called by the Lord Mayor. In addition any five Members of the Council may sign and present to the Lord Mayor a requisition calling for an extraordinary meeting. If the Lord Mayor refuses to call a meeting or does not call for one within seven days of being presented with the requisition, then any five Members of the Council may call an extraordinary meeting of the Council.

10.2 Extraordinary meetings of the Council will only deal with the business for which the meeting has been called.

## **11.0 Duration of Meetings**

11.1 All ordinary meetings (including Budget Council) will finish three hours and forty minutes after the start time of the meeting, unless extended by agreement of the Council. The Lord Mayor will remind Council when three hours and 30 minutes has elapsed.

11.2A motion to extend the meeting which has been duly proposed and seconded, before the allocated time has elapsed shall be put to the vote without debate.

11.3 All outstanding items of business will be deemed to have been proposed and seconded and will be voted on without debate prior to the expiry of the meeting time.

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

12.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules in Part four. At least five clear days before a meeting, the Chief Executive will send a summons signed by him/her to every Member of the Council. 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.

## **13.0 Quorum**

13.1 The quorum for a meeting of the Council is one quarter of the whole number of Members of the Council.

13.2 If at any time during the meeting of the Council, the Lord Mayor declares there is not a quorum present, the meeting stands adjourned. The consideration of any business not transacted will be adjourned to a time fixed by the Lord Mayor at the time the meeting is adjourned, or if the Lord Mayor does not fix a time, to the next ordinary meeting of the Council.

## **14.0 Public Participation**

14.1 Any member of the public shall be entitled to address the Council for up to 3 minutes or to ask any Member of the Council a question.

14.2 In order to exercise this right prior notice must be given to the Head of Civic and Democratic Services before 5:00 pm on the working day before the meeting.



- 14.3 At an ordinary meeting any address or question from a member of the public may be on any matter directly relevant to the business of Council or the City.
- 14.4 In the case of Budget Council, any public participants must address business on the agenda in so far as it may relate to the setting of the budget for the coming financial year.
- 14.5 In the case of an extraordinary meeting public participants must only address the business on the agenda.
- 14.6 In the light of the special nature of the annual meeting the public participation rights given by this Rule will not apply.
- 14.7 In exercising his or her public participation rights a member of the public is entitled to express views positive or negative about the performance of the Council but must not:
- Say anything which is defamatory or discriminatory
  - Make any personal attack on an officer
  - Disclose confidential or exempt information including personal information.
- 14.8 Any questions to Council shall be put and answered without discussion, either by a direct answer or, on questions which could not reasonably be dealt with at the meeting, by a written answer sent within ten working days.
- 14.9 No other discussion will take place on any matter raised by a member of the public when addressing the Council. When the speaker has finished, the Lord Mayor will announce how the issues raised by the participant will be dealt with. The options most usually being:
- i to note the comments made;
  - ii to refer the issues to the Executive or another appropriate Committee for consideration; or
  - iii to take into account the comments made as part of any

debate on related decisions to be made later on the agenda.

14.10 The time spent on this item shall not, except at the discretion of the Lord Mayor, exceed 30 minutes.

## **15. Petitions presented by Members**

15.1 A Member may submit a petition for inclusion on the Council agenda by giving notice of the petition to the Head of Civic and Democratic Services not later than midday on the eighth working day before the day of Council meeting at which it is to be received. Members will be permitted to speak for up to one minute to present a petition.

15.2 Petitions will be formally received without discussion and will stand referred to Customer & Corporate Services Scrutiny Management Committee and the appropriate decision maker.

## **16.0 Report of the Leader**

16.1 The Leader will present a written report on the work of the Executive. In the absence of the Leader, the Deputy Leader will present the report. In the absence of both the Leader and Deputy Leader, an Executive Member will present the report. The presentation of the Leader's report will not exceed 5 minutes.

16.2 Leaders of Opposition groups on the Council will have up to 5 minutes each to respond to issues raised in the Leader's report. The Leader will have 5 minutes to respond thereafter.

## **17.0 Questions and comments on the Leader's report**

17.1 A Member of the Council may ask the Leader any question or make a comment directly arising from an item of the Leader's report, during the time allocated for such questions.

17.2 The original speaker may ask one supplementary question or make one supplementary comment. A maximum of two other Members of the Council may each ask one further supplementary question or make one supplementary comment. All supplementary questions or comments must arise from the response of the Leader.

17.3 The Leader may respond directly to any question asked or comment made or may agree to submit a written answer to be circulated to all Members of the Council within five working days.

17.4 A maximum of 10 minutes will be permitted for questions and comments on the Leader's report

### **18.0 Report of Deputy Leader**

18.1 The Deputy Leader will present a written report on the work of the Executive. He or she will formally move receipt of the report but will not otherwise speak to it.

18.2 A Member of the Council may ask the Deputy Leader any question or make a comment directly arising from an item of the Deputy Leader's report, when that item is being received or is under consideration by the Council.

18.3 The original speaker may ask one supplementary question or make one supplementary comment. A maximum of two other Members of the Council may each ask one further supplementary question or make one supplementary comment. All supplementary questions or comments must arise from the response of the Deputy Leader.

18.4 The Deputy Leader may respond directly to any question asked or comment made or may agree to submit a written answer to be circulated to all Members of the Council within five working days.

18.5 A maximum of 10 minutes will be permitted for questions and comments on the Deputy Leader's report

### **19.0 Report of Executive Member**

19.1 At each Council meeting an Executive Member will submit a written report. The Executive Member will formally move his or her report but will not deliver a speech in support of it.

### **20.0 Questions and comments on the Executive Member's report**

20.1 A Member of the Council may ask the Executive Member any question or make a comment directly arising from an item of the

Executive Member's report, when that item is being received or is under consideration by the Council.

- 20.2 The original speaker may ask one supplementary question or make one supplementary comment. A maximum of two other Members of the Council may each ask one further supplementary question or make one supplementary comment. All supplementary questions or comments must arise from the response of the Executive Member.
- 20.3 The Executive Member may respond directly to any question asked or comment made or may agree to submit a written answer to be circulated to all Members of the Council within five working days.
- 20.4 A maximum of 10 minutes will be permitted for questions and comments on the Executive Member's report

## **21.0 General Questions to Leader and Executive Members**

- 21.1 A Member of the Council may during the time allowed for this agenda item ask the Leader or an Executive Member any question on any matter within their portfolio responsibility.
- 21.2 The original speaker may ask one supplementary question. A maximum of two other Members of the Council may each ask one further supplementary question. All supplementary questions must arise from the response of the Leader or Executive Member.
- 21.3 The Leader or Executive Member may respond directly to any question asked or comment made or may agree to submit a written answer to be circulated to all Members of the Council within five working days
- 21.4 A maximum of 15 minutes will be permitted for questions under this Rule

## **22.0 Committees of Council**

- 22.1 The Chair of a Committee will present any recommendations of that Committee requiring confirmation to Council, and move that they be received and approved. In the absence of the Chair another Member of the Committee may move the recommendation.

- (a) When the recommendations of a Committee requiring confirmation have been presented to Council and duly moved and seconded, they will be open to debate;
- (b) Any Member may without notice move references back of any item requiring confirmation by Council.

22.2 The Chair of the Committee has the final right of reply to any amendment or motion moved under this Rule.

## **23 Motions on Notice**

23.1 Notice of every motion to be considered by Council, must be given in writing to the Head of Civic and Democratic Services not later than midday on the eighth working day before the day of Council meeting at which it is to be considered. This Rule does not apply to motions which may be moved without notice under Rule 24 or to recommendations brought before the Council by the Executive or a Committee

23.2 No Council meeting will receive more than four Motions on notice at any one meeting

23.3 Motions may only be submitted in accordance with the schedule for allocation of motions approved at Annual Council

23.4 Motions will be considered in the order determined by the Lord Mayor based on an appropriate order for the effective conduct of business.

## **24.0 Motions without Notice**

24.1 All motions and amendments not requiring prior notice must, if the Lord Mayor so requests, be put in writing and handed to the Lord Mayor, before they are discussed or put to the meeting.

24.2 The following motions may be moved without notice:

- a) to appoint a Chair of the meeting at which the motion is moved;

- b) in relation to the accuracy of the minutes;
- c) to change the order of business in the agenda;
- 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 adopt recommendations of the Executive, committees or Officers and any resolutions following from them;
- g) that leave be given to withdraw a motion;
- h) to proceed to the next business (such a motion may only be moved by a Member who has not already participated in the debate);
- i) to adjourn a meeting (such a motion may only be moved by a Member who has not already participated in the debate);
- j) to suspend a particular Council Procedure Rule;
- k) to exclude the public and press in accordance with the Access to Information Procedure Rules;
- l) to not hear further a Member named under Rule 38 or to exclude them from the meeting;
- m) to give the consent of the Council where its consent is required by this Constitution.
- n) to extend the meeting. Such a motion must be moved and seconded before the Lord Mayor announces that the guillotine has fallen.
- o) To extend any other time limit set out in these Rules

## **25.0 Notice of amendments**

25.1 Written notice of every amendment, must be delivered to the Head of Civic and Democratic Services not later than midday on the third working day before the day of Council meeting at which it is to be considered

25.2 An amendment must be relevant to the motion and must:

- a) propose leaving out words, or
- b) propose leaving out words and inserting or adding others, or

- c) propose inserting or adding words.

25.3 The effect of an amendment must not be to negate the effect of the motion before Council

## **26.0 Rules of Debate**

### **General**

26.1 The decision of the Lord Mayor is final on all matters of order or personal explanation.

26.2 When speaking, a Member is to stand and address the Lord Mayor as Lord Mayor.

26.3 When the Lord Mayor speaks or rises to speak during a debate, any Member then speaking or seeking to speak is to sit down.

26.4 If two or more Members indicate that they wish to speak, the Lord Mayor will call one and the other(s) will wait until called by the Lord Mayor. When a Member is speaking, the others are to remain sitting unless rising to make a point of order or a personal explanation.

26.5 Members may speak once only on the matter under discussion except for the following reasons:

- a) to speak once on an amendment moved by another Member;
- b) to move a new amendment if the motion has been amended since he or she last spoke;
- c) to speak on the main issue, if the Member first spoke on an amendment moved by another Member (whether or not it was carried);
- d) as the mover of a motion (but not of an amendment), to exercise the right to reply at the end of the debate on the motion before it is put to the vote;
- e) as the seconder of a motion or amendment, having reserved (when seconding the motion or amendment) the right to speak until later in the debate;

- f) to make a point of order (any point of order must refer to the relevant Standing Order or statutory provision) or personal explanation

## **27.0 Altering and withdrawing motions**

27.1 With the consent of the Council, indicated without discussion, a Member may alter a motion or amendment of which s/he has given notice.

27.2 A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Council (indicated without discussion). No Member may speak after the mover has asked permission for its withdrawal, unless permission to withdraw the motion or amendment is refused.

## **28.0 Order of debate**

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

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

28.3 When a motion is under debate no other motion may be moved except:

- a) to amend the motion;
- b) to proceed to the next business (such a motion may only be moved by a Member who has not already participated in the debate);
- c) that the question now be put (such a motion may only be moved by a Member who has not already participated in the debate);
- d) that a Member be no longer heard;
- e) that a Member leave the meeting;
- f) to exclude the public and press from the meeting under the terms of the Local Government Act 1972;
- g) to extend the time of the meeting or the time for the agenda item.



- 28.4 No Member may move more than one amendment to any motion or substantive question before the Council unless the further amendment comprises new material which is not related to the subject of the previous amendment.
- 28.5 Only one amendment may be moved and discussed at a time unless the Lord Mayor rules otherwise and no further amendment is to be moved until the Council has reached a decision on the amendment under discussion.
- 28.6 When the Council has reached a decision on a motion or amendment, the Lord Mayor will refuse to put at the same meeting any subsequent motion or amendment which, if carried, would substantially contradict, override or repeat the former one.
- 28.7 If an amendment is lost, other amendments may be moved on the original motion.
- 28.8 If an amendment is carried, the amended motion replaces the original motion on which any further amendments are moved.

## **29.0 Right of reply**

- 29.1 The mover of a motion has a right of reply at the end of the debate on the motion immediately before it is put to the vote. If an amendment has been moved, the mover of the original motion also has a right of reply at the close of the debate on the amendment but may not otherwise speak on the amendment. The mover of the amendment has no right of reply to the debate on his/her amendment.

## **30.0 Closure motions**

- 30.1 A Member who has not spoken on the substantive issue may move without comment at the end of another Member's speech one of the following:
- a) "That the Council proceed to the next business"
  - b) "That the question be now put" or "Move to the vote"
  - c) "That the Council now adjourn"

If the motion is seconded, the Lord Mayor may do one of the following:

- i. on a motion to proceed to the next business, unless in the Lord Mayor's opinion the matter has not been sufficiently discussed, he or she may put to the vote the motion to proceed to the next business. If that vote is carried the Lord Mayor shall give the mover of the original motion the right of reply before putting that motion to the vote;
- ii. on a motion that the question be now put, unless in the Lord Mayor's opinion the matter has not been sufficiently discussed, he or she may put to the vote the motion that the question be now put. If that vote is carried, the Lord Mayor shall give the mover of the original motion the right of reply before putting that motion to the vote;
- iii. on a motion to adjourn the meeting, the Lord Mayor may put the adjournment motion to the vote without giving the mover of the original motion his/her right of reply on that occasion.

### **31.0 Points of Order**

31.1 A member who believes that there is some irregularity in the constitution or conduct of the meeting may rise on a point of order. Such irregularities may include:

- a) discussion of a question not before the Council
- b) the use of improper language
- c) interjection of remarks while a Member is speaking.
- d) that a quorum is not present
- e) breach of any other Procedure Rule or law

31.2 When a Member rises on a point of order he or she must state at the outset the rule or law which he or she considers to have been breached. The Member raising the point of order must then sit down immediately while the Lord Mayor gives a ruling.

31.3 A Member against whom a point of order is being raised must sit down until the Lord Mayor has ruled on the matter.

31.4 If the Lord Mayor rules that the language used by a Member is improper, it is the duty of the Member to withdraw it.

### **32.0 Personal Explanation**

32.1 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 appears to have been misunderstood or is being misquoted in the present debate. The ruling of the Lord Mayor on the admissibility of a personal explanation will be final.

### **33.0 Content and Time Limits**

33.1 Speeches must be directed to the question under discussion or to a personal explanation or point of order

33.2 When moving a motion a Member may speak for a maximum of five minutes.

33.3 No other speeches (including the moving of amendments and the right to reply) may take more than three minutes without the consent of the Council, which will be determined by a vote on a motion without discussion.

**(Note:)** These time limits shall not apply to the Leader of the Council and the Leaders of other Groups on the Council when they are proposing a motion or an amendment during the meeting which sets the Council's annual budget.

### **34.0 Voting**

34.1 All matters will be determined by use of the electronic voting system unless at least three Members of the Council demand that the names be recorded. In that event, the Chief Executive will ensure that the names and votes of the Members present are recorded and included in the Minutes of the meeting.

34.2 If the Lord Mayor indicates that the electronic voting system is not operating then votes may be taken by a show of hands

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

34.4 Any Member is entitled to have his/her own vote recorded in the Minutes whether or not a full recorded vote is taken.

34.5 Details of all motions and amendments that are lost will be duly recorded in the published minutes of the meeting.

### **35.0 Voting on Appointments**

35.1 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.

### **36.0 Minutes**

36.1 The Lord Mayor will sign the minutes of the proceedings at the next suitable ordinary meeting of the Council. The Lord 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.

### **37.0 Exclusion of Public**

37.1 Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in Part four of this Constitution or Rule 39 (Disturbance by Public)

37.2 If any question arises at any meeting of the Council relating to the appointment, dismissal, promotion, conduct, remuneration or conditions of service of any member of the Council's staff no discussion shall take place until the meeting has considered whether or not to exclude the public and press in accordance with the Access to Information Procedure Rules.

### **38.0 Misconduct by Members**

38.1 If any Member at a meeting of the Council disregards the authority of the Lord Mayor or is guilty of obstructive or offensive conduct the meeting may, on a motion being duly moved, seconded and carried, resolve that the Member should not be heard and should leave the meeting. Such a motion need not be in writing and is put without discussion. If the motion is carried, the Member must leave the meeting immediately

### **39.0 Disturbance by Public**

39.1 If a member of the public interrupts the proceedings of any Council meeting, they will be warned by the Lord Mayor. If the disruption continues, the Lord Mayor may order them to leave the meeting. In the event of general disturbance in any part of the Council Chamber, the Lord Mayor may order that part to be cleared.

39.2 In the event of general disturbance which in the opinion of the Lord Mayor makes the orderly conduct of business impossible, the Lord Mayor may suspend the meeting for as long as necessary.

### **40.0 Filming and Use of Social Media During Meetings**

40.1 Filming and use of social media is permitted during meetings in accordance with a protocol approved by the Council so long as there is no disturbance to the conduct of the meeting.

### **41.0 Suspension of Council Procedure Rules**

41.1 All of these Council Rules of Procedure except Rule 34.4 (the right for an individual Member to have his or her vote recorded) may be suspended by motion on notice identifying the Procedure Rule which is to be suspended. Such a motion may only be moved without notice if at least one half of the whole number of Members of the Council is present. Suspension can only be for the duration of the meeting.