

APPENDIX E – CHANGES TO COUNCIL STANDING ORDERS 1, 2 AND 12 RECOMMENDED BY THE CONSTITUTION REVIEW WORKING PARTY ON 7 APRIL 2009

Changes recommended by the working party are marked in ***bold italics*** below.

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

- (a) 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 March, April or May.
- (b) The annual meeting will:
- i. elect a person to preside if the Chairman of Council is not present;
 - ii. elect the Chairman of Council;
 - iii. elect the Vice-Chairman of Council;
 - iv. approve the minutes of the last meeting;
 - v. ***in a year when there is an ordinary election of councillors***, receive the Returning Officer's Return of councillors elected.
 - vi. receive any announcements from the Chairman and / or Head of Paid Service;
 - vii. ***upon the expiry of the Leader's normal term of office as Leader, elect the Leader including, where available, notification by the Leader of the number of members he/she is appointing to the Executive (Cabinet), their names and their portfolios, and the Leader's Scheme of Delegation of Executive Functions;***
 - viii. appoint at least one scrutiny and overview committee, a Standards Committee, the Licensing Committee (2003 Act) 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);
 - 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. receive questions from, and provide answers to, the public and members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Orders 10 and 11 below;
 - xi. receive reports and recommendations from the Executive and the Council's committees and receive questions and answers on any of those reports;
 - xii. receive the Leader of the Major Opposition Group's Annual Report.

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- xiii. consider any business set out in the notice convening the meeting including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Scrutiny and Overview Committee for debate.

2. ORDINARY MEETINGS

2.1 *Agenda for Ordinary Meetings*

Ordinary meetings of the Council will take place in accordance with a programme agreed by Council. 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 interest from members;
- iv. elect the Leader of the Council, in the event that the position becomes vacant during the Civic Year ***including, where available, notification by the Leader of the number of members he/she is appointing to the Executive (Cabinet), their names and their portfolios, and the Leader's Scheme of Delegation of Executive Functions;***
- v. appoint members to committees and outside bodies where vacancies have arisen, except where appointment to outside bodies has been delegated by the Council or is exercisable only by the Executive
- vi. receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service;
- vii. receive questions from, and provide answers to, the public and members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Orders 10 and 11 below;
- viii. deal with any business from the last Council meeting;
- ix. receive reports and recommendations from the Executive and the Council's committees and receive questions and answers on any of those reports;
- x. receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- xi. consider motions; and
- 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 and reports of the Scrutiny and Overview Committee for debate.

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12. NOTICE OF MOTIONS

12.1 *Notice*

- (a) Except for motions which can be moved without notice under Standing Order 13 and any motion to remove the Leader from office as Leader or the members of the Executive from office collectively, written notice of every motion, signed by a councillor, must be delivered to the proper officer not later than six working days before the date of the meeting. Motions under this provision may be submitted electronically.
- (b) In the case of any motion for the removal of the Leader from office as Leader, the removal of any individual member of the Executive or the removal of the members of the Executive from office collectively, written notice signed by at least one quarter of the councillors must be delivered to the proper officer not later than six working days before the date of the meeting. ***Motions under this provision may not be submitted electronically.*** Any such motion shall be carried ***by simple majority*** of the members present ***and voting*** at the meeting.
- (c) ***In the case of any motion for the removal of the Leader from office as Leader being passed, the Council shall elect a new Leader at the same meeting, or at a subsequent meeting. In the case of any motion for the removal of the members of the Executive from office collectively, the Council shall elect a new Leader immediately.***
- (d) A record of notices of motion will be open to public inspection.
- (e) Only one Motion may be submitted per member per meeting.