

**Extract from the Council's Standing Orders****16 Voting****16.1 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 is put.

**16.2 Chairman's casting vote**

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. This Standing Order shall not apply to situations in which there is equality of voting between two candidates on an appointment. In such cases, the provisions of Standing Order 16.7 below shall apply.

**16.3 Method of voting**

Unless a recorded vote is demanded, the Chairman will normally take the vote either by electronic means or by show of hands, at his or her discretion, or, if there is no dissent, by the affirmation of the meeting. Exceptionally, a paper ballot may be considered by the Chairman to be appropriate.

**16.4 Announcement of Result**

Whatever the method of voting, the Chairman will announce the result or the numerical result of the vote immediately the result is known.

**16.5 Recorded vote**

If six members or one quarter of those present at the meeting, whichever is the fewer, demand it, the names for and against the motion or amendment, abstaining from voting or not voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot. This procedure shall not apply to voting on appointments.

**16.6 Recorded vote on budget decisions**

If the Council is considering an item on the Council's budget or the setting of the Council Tax, the names for and against the motion or amendment, abstaining from voting or not voting will be taken down in writing and entered into the minutes.

**16.7 Right to require individual vote to be recorded**

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

**16.8 Voting on appointments**

Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of **more than 50% of members present and voting**, the candidate with the least number of votes shall withdraw and there shall be a fresh ballot of the remaining candidates; and so on as necessary until a candidate has that majority. Where there are two candidates only, or two candidates remain, a vote shall be taken. In the event of a tie, a second vote shall be taken. In the event of a continuing tie, the matter shall be decided by the toss of a coin.