

## Appendix 3 – PART 3.2: COUNCIL PROCEDURE RULES

### Part 1 Introduction

#### Rule 1 General Provisions

##### 1.1 Application

These procedure rules apply to meetings of the Council, Committees or Sub-Committees of the Council. Unless either expressly stated to the contrary, or the context suggests otherwise, then any references to 'the Council' will be taken as including references to a Committee or Sub Committee, while any references to 'the Mayor' shall be taken as including references to the Chair of a Committee or Sub Committee. Where there is any inconsistency between these rules and the Budget and Policy Framework Rules or Overview & Scrutiny Procedure Rules, the latter shall prevail. In the application of these rules to Committees & Sub-Committees, greater informality may be exercised at the discretion of the Chair.

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##### Oral Questions from Members

9.7 A period of not more than 30 minutes shall be allowed for oral questions from Members, at the expiry of which the meeting shall proceed to the next business.

9.8 If a Member of the Council wishes to ask an oral question at a meeting of the Council of: (a) the Mayor, (b) the Leader of the Council, (c) the Chair of any Committee or Sub-Committee (or in the Chair's absence the Deputy Chair), or, (d) a Member of the Council appointed by the Authority to any external body or joint authority, he/she shall give notice in writing to the Chief Executive of the subject matter of question (see Procedure Rule 1.6) by not later than 10.00 am on the eighth working day before the meeting at which the question is to be asked.

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9.9 Oral questions shall relate to matters of general policy only and Members submitting questions will normally be expected to provide sufficient detail in the description of the question's subject matter to permit a meaningful response to be formulated. Questions of a technical or purely operational nature may be disallowed by the Mayor, or the Member to whom such a question is directed may decline to answer or state that a written answer will be provided.

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9.10 In deciding whether a question is technical or operational in nature, as opposed to a matter of general policy, the Mayor and Members shall have regard to any guidance issued by the Monitoring Officer.

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##### Public Questions

##### Public Question Time

- 9.18 A period of not more than fifteen minutes shall be allowed for questions submitted by a member of the public who either lives or works in the area of the authority at each ordinary meeting of the Council.

#### **List of Questions**

- 9.19 A list of the questions of which notice has been given shall be circulated to Members of the Council at, or before, the meeting at which they are to be asked.

#### **Procedural Requirements**

- 9.20 A public question shall be put at a Council meeting provided that:-

- (a) a copy of the question has been delivered to the office of the Chief Executive (see Procedure Rule 1.6) by not later than 12 noon on the ~~fifth working day prior to the day of the Council meeting at which it is to be asked~~ second working day after publication of the agenda of the meeting at which it is to be put;
- (b) the name and address of the questioner is indicated on the question;
- (c) the questioner is present at the time when the question is put;
- (d) the questioner is not presenting a petition or deputation on the same, or substantially the same, issue at the same meeting.

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#### **Rule 11: Deputations**

- 11.1 A period of not more than fifteen minutes shall be allowed at each ordinary meeting of the Council for the hearing of deputations from members of the public.

#### **Procedural Requirements**

- 11.2 A deputation shall be heard provided that by not later than 12 noon on the second working day after publication of the agenda of the ~~fifth working day prior to the day of the~~ relevant Council meeting:

- (a) notice has been given to the Chief Executive in accordance with Procedure Rule 1.6, which complies with paragraphs (b) to (d) below;
- (b) the subject matter and substance of the deputation is notified in writing in the form of a written summary. A deputation shall not exceed one side of A4 in length. Accompanying material may be supplied and should comprise no more than 2 sides of A4 paper;
- (c) the names, addresses and organisation (if any) of the persons forming the deputation, to be a minimum of five and no more than twelve, indicating which one person is to speak, are notified in writing (note - the addresses of those persons forming the deputation will not be published by the council, but details of the ward(s) in which they are located will be circulated to the Council meeting);

- (d) A person forming the deputation is not presenting a petition or question on the same, or substantially the same, issue at the same meeting.

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