

AMENDMENTS TO PART 4.1 – COUNCIL PROCEDURE RULES

Paragraphs 7, 9 and 27

7. Chair Reports and Questions

- 7.1 A brief written report by each committee Chair covering their area of responsibility will be circulated with the agenda for each Council meeting.
- 7.2 Any member may ask a Chair written or oral questions on:
- (a) any matter included in a Chair's written report; or
 - (b) any matter in relation to which the Council has powers or duties or which affects the Council's area and which falls within the area of responsibility of the Chair's committee.
 - (c) No question should be put to the Chair if it relates exclusively to a ward, operational or resident matter that could have otherwise been resolved by reasonable use of the casework system.
- 7.3 The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 **minutes** without the leave of the Mayor and such leave will only be granted in exceptional circumstances.

9. Voting

- 9.1 Unless stated elsewhere in this constitution, any matter will be decided by a simple majority of those members present **at the meeting** and voting at the time the question was put.
- 9.2 If there are equal numbers of votes for and against, the Mayor/**Chair** will have a second or casting vote. There will be no restriction on how the Mayor/**Chair** chooses to exercise a casting vote.
- 9.3 The Mayor/**Chair** has the discretion to conduct a vote by a show of hands or, if there is no dissent, by affirmation of the meeting. A show of hands will be the normal method of voting at all committees and sub-committees. **This only applies to non-virtual/hybrid meetings.**
- 9.4 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.
- 9.5 Where any **five members** rise and request it immediately before the vote is taken, the voting on any question shall be recorded so as to show whether each member present gave his vote for or against that question or abstained from voting. The results of any vote so recorded shall be set out in the minutes of the meeting. **This is will taken in the normal way, as a roll call and be read out by the Clerk.**

- 9.6 Where a member is called to vote they must only state whether they are 'for', 'against' or 'abstaining' on the motion.
- 9.7 Members may not rescind a previous vote once the subsequent member's vote has been cast.

Remote voting

- 9.8 Following a period of debate and where a motion has been moved and seconded the motion will be put. The Mayor/Chair will take the vote by way of:-
- (a) an electronic voting system(s) for remote voting if available or
 - (b) by the affirmation of the meeting there is no dissent [by assent]; If there is no dissent for a period of 30 seconds then the motion and the recommendations will be deemed to have been carried unanimously under tacit acceptance.
 - (c) during the 30 second period members may request a vote either by way of a simple roll call or under rule 9.5.- a formal recorded vote. This request may be made verbally or by indicating on the system. That being so, the Mayor/Chair will instruct the Committee Clerk to take a roll call of members present who will exercise their vote upon being called.

OUTSIDE BODIES

27. Outside Bodies

- 27.1 Any person appointed by Council to serve on an outside body shall be appointed until they resign, are dismissed or their successor is appointed. Members shall cease to hold appointments on the fourth day after the ordinary day of election unless they are re-elected as a Borough Member at the Election.
- (a) The Council should not appoint where there is a conflict of office or interest
 - (b) The Council should not appoint where the appointment holds a risk that insolvency of the body would render the appointee debarred from office i.e. where the appointment is an effective directorship listed at Companies House.
- 27.2 The Chief Executive will:
- (a) in consultation with the appropriate Group Leaders, revise as necessary appointments to outside bodies arising as a result of a vacancy or otherwise;

(b) in consultation with the Leader of the Council and the Group Leaders, agree the allocation of appointments to any new outside bodies or organisations.

(c) ensure that the body meets the criteria for an appointee

27.3 The Appointee will:

(a) ensure a good flow of communication between the outside body and the council. This will include non-confidential matters that the appointee may consider to be of interest or significance to either party.

(b) upon request of the Chief Executive, provide a update on any disclosable matters pertaining to the outside body.

(c) be prepared to provide a brief report to the Audit & Scrutiny committee when requested to do so under the work programme.