

**Amended Extracts from
PART 3.2 PROCEDURE RULES FOR MEETINGS OF FULL COUNCIL,
COMMITTEES AND SUB-COMMITTEES**

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;
 - (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.

Length of Questions

- 9.21 A question shall not exceed 100 words in length. The Chief Executive, after consultation with the questioner, may summarise a question to comply with this requirement.

Content of Questions

- 9.22 ~~The~~ Chief Executive or the Mayor may reject a question if, following consultation with the Monitoring Officer, it is in his or her opinion;
- not about a matter for which the Authority has a responsibility or which affects the City;
 - defamatory, frivolous or vexatious;
 - the same, or substantially the same, as a question which has been put at a meeting of the Council, a Committee meeting or a Sub-Committee meeting in the past six months;
 - requires the disclosure of confidential or exempt information;

- from a member of staff on matters affecting them as employees; or
- otherwise inappropriate.

[..]

Formatted: No bullets or numbering, Tab stops: Not at 1.9 cm

Rule 10: Petitions

Presentation and notice of Petitions

10.1 At a meeting of the Council any Member of the Council or a Member of the public may present a petition which ~~has been~~ submitted in accordance with the Council's scheme for handling petitions.

~~10.2 All petitions that Members or the public wish to either trigger a debate at full Council or present for decision at the appropriate Committee shall be referred to Democratic Services no less than 10 working days in advance of the relevant meeting.~~

~~10.3 The Mayor/Chair will have the discretion to take a late petition if it relates to an officer report which is before the meeting for consideration.~~

10.4

~~10.5~~ The presentation of the petition shall be limited to not more than three minutes, and shall be confined to reading out, or summarising, the prayer of the petition and indicating the number and description of the signatories.

~~10.4 All petitions that Members or the public wish to present at Council shall be referred to Democratic Services by Monday on the week of Council.~~

10.6

~~10.5 All petitions that Members or the public wish to either trigger a debate at full Council or present for decision at the appropriate Committee shall be referred to Democratic Services 10 days in advance of the relevant meeting. The Mayor/Chair will have the discretion to take a late petition if it relates to an officer report which is before the meeting for consideration.~~

Formatted: Default Text, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 1.27 cm + Indent at: 1.27 cm, Tab stops: 1.27 cm, Left + 2.54 cm, Left + 3.81 cm, Left + 5.08 cm, Left + 6.35 cm, Left + 7.62 cm, Left + 8.89 cm, Left + 10.16 cm, Left + 11.43 cm, Left

Content of Petitions

10.5 ~~Either t~~The Chief Executive or the Mayor may reject a petition if, following consultation with the Monitoring Officer, it is in his/her opinion:

- not about a matter for which the Authority has a responsibility or which affects the City;
- defamatory, frivolous or vexatious;
- the same, or substantially the same, as a petition which has been put at a meeting of the Council, a Committee meeting or a Sub-Committee meeting in the past six months;
- requires the disclosure of confidential or exempt information;
- from a member of staff on matters affecting them as employees; or

07/04/16

- otherwise inappropriate.
- Where the Chief Executive or Mayor rejects a petition then that decision shall be final.

Formatted: No bullets or numbering,
Tab stops: Not at 1.9 cm

[..]

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 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.

Content of Deputations

- 11.3 Either the Chief Executive or the Mayor may reject a deputation if, following consultation with the Monitoring Officer, it is in his/ her opinion:
- not about a matter for which the Authority has a responsibility or which affects the City;
 - defamatory, frivolous or vexatious;
 - the same, or substantially the same, as a deputation which has been put at a meeting of the Council, a Committee meeting or a Sub-Committee meeting in the past six months;
 - requires the disclosure of confidential or exempt information;

07/04/16

- from a member of staff on matters affecting them as employees; or
 - otherwise inappropriate.
- If the Chief Executive or the Mayor rejects a deputation, then his/her decision is final.

Formatted: No bullets or numbering,
Tab stops: Not at 1.9 cm

[..]

Rule 14: Written Reports

- 14.1 No report upon which decisions are proposed to be made shall be taken at any meeting of the Council, a Committee or Sub-Committee, unless it is in writing.
- 14.2 Verbal amendments and additions to written reports may normally be made unless the effect of them is to nullify the recommendations in the report and replace them with others. Where exceptionally amendments and additions are not allowed, other than for special reasons then those which must be recorded in the minutes.
- 14.3 With the agreement of the Mayor or Chair then unless any member objects, officers may revise or modify recommendations to reports where it is considered necessary to do so to ensure technical accuracy or to facilitate an agreed outcome.
- 14.4 Where petitions under Procedure Rule 10, Members' letters under Procedure Rule 23.3, motions under Procedure Rule 8 or deputations under Procedure Rule 11, are referred to a committee unaccompanied by a written report, the committee may discuss the petition, letter, motion or deputation, as the case may be, in general terms and note the same, or ask for an officer report on the matter. No decision which requires the Council to take substantive action or incur expenditure may be taken in response to a request in a petition, notice of motion or otherwise etc., in the absence of an officer report.

Rule 15: Rules of Debate (All Meetings)

General

- 15.1 The rules of debate in this Procedure Rule shall apply to all meetings of the Council, Committees and Sub-Committees. In the case of Committees and Sub-Committees, however, the Council recognises that a greater informality may be exercised by the Chair in order to efficiently transact the business before the meeting. Such informality shall be at the discretion of the Chair.

Seconding Motions and Amendments

- 15.2 A motion or amendment shall not be discussed unless it has been proposed and seconded.

Reserving Speech

07/04/16

- 15.3 When seconding a motion or amendment, a Member may reserve his/her speech until a later period of the debate by declaring his/her intention to do so.

Notice of Amendments

- 15.4 Copies of amendments will be prepared and circulated prior to the start of a Council meeting only if such amendments are presented to the Chief Executive by 10.00am on the day of the Council meeting. Amendments for which notice has not been given ~~may~~ shall be permitted at any time at the discretion of the Mayor or Chair if s/he considers it appropriate with regard to the complexity of the matter, the question of whether notice has been given as soon as is reasonably practicable and any other circumstances that appear to be relevant.; ~~provided they are moved and seconded.~~ The Mayor or Chair may require that such amendments shall be put in writing and handed to him/her before they are discussed further.

Taking of more than one ~~One~~ amendment at a time

- 15.5 More than one amendment ~~Only one amendment~~ may be moved and discussed at any one time and will be dealt with at the discretion of the Mayor or Chair. ~~No further amendment shall be moved until the amendment under discussion has been disposed of.~~
- 15.6 If an amendment is not carried, other amendments may be moved to the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion to which any further amendment may be moved.

[..]

Rule 29: Filming, Photographing, Audio recording ~~Cameras/TV~~ Cameras/Recording at Council

- 29.1 Without prejudice to any power of exclusion to suppress or prevent disorderly conduct or the power to deal with other misbehaviour or interference with proceedings at a meetings, any person shall be permitted to film, ~~video or~~ photograph, record and/or stream the proceedings at Council meetings except for that part of the meeting where the public are excluded pursuant to a resolution passed in accordance with Section 100A(2) or (4) of the Local Government Act 1972 as amended.
- 29.2 Subject to para 29.1 above, aAny person attending a meeting of the Council or of a Committee or Sub-Committee may use any mobile communication device or method to and audio record and transmit council proceedings, and reasonable facilities will be made available to facilitate this. -provided that:-
- (i) Any mobile communications device shall be kept in silent mode throughout the meeting;

07/04/16

- (ii) There should be no use of any voice facility to make calls, receive calls or check voice messages. Only text or non-voice uses can be made of mobile phones;
- (iii) The person presiding at the meeting may order that all mobile phones be switched off and any audio recording cease at any time;
- (iv) There shall be no recording or transmission of council proceedings when exempt or confidential business is discussed, nor will ~~or at~~ meetings of Licensing Act 2003 Committee Panels be recorded or transmitted.

29.3 The recording of proceedings by authorised personnel for the purposes of web-casting shall be permitted, providing that the Mayor or person presiding at the meeting may withdraw such authorisation if he/she considers it is not conducive to the efficient despatch of business.

INDEX

The numbers in this index refer to the relevant Council Procedure Rule, not the page number.

- Advisory bodies 18.13
- Agenda 2.2
- Allocation of seats 18.7
- Amendment of Rules 1.2-1.3
- Amendment of Motions 13.3-13.6, 15.2, 15.5-15.6
- Annual Council 2
- Annual Meeting 2
- Appointment of Chair 20.1-20.5
- Appointment of Committees [18.1-18.3](#)
- Appointment of Leader 18.10
- Attendance at Committees 18.11-18.12
- Call Over 24.5-24.6
- Cameras [\(Filming, Photographing, Audio recording\)](#) 29
- Chairs, appointment of 20
- Closure Motions 17, 15.13
- Consultation 8.11
- Continuity of office 18.6
- Debate rules 15, 16
- Declaration of Interests 25.4-25.5
- Declaratory motion 8.5-[8.6](#), 13
- Definitions 31
- Deputations 11
- Disorderly Conduct 25.1-25.3
- Exclusion of Public & Press [26.1](#)
- Extraordinary Council Meeting 4
- [Filming/ Photographing/ Audio recording/ streaming](#) 29
- [Interests 25.4-25.5](#)
- Interpretation ~~33~~[1.4-1.5](#)
- Leader 18.10
- Minutes 12, 13.1(b)
- [Misbehaviour – Members 25.1](#)
- [Misbehaviour – Public 25.2-25.3](#)
- [Mobile & communication devices, use of](#) 29-2
- Notice of Motion 8
- Order of Business 7
- Ordinary meeting [3-4](#)
- Petitions 10
- Point of Order 15.10-15.11
- Questions – Member 9.1, 9.2-9.17
- Questions – Public 9.1, 9.18-9.29
- Service of notices 1.6
- Six month rule 13.7
- Smoking 30
- Special Meeting 19.2
- Speeches 15.7-15.9
- [Speech Times \(Council Meetings\) 16.4](#)
- Substantive motion [8.5-8.6](#)
- Substitution 18.14-18.19
- Suspension of Rules 1.7, 1.8, 13.1(j)
- Termination of meetings 17, 15.13
- ~~Times, speech 16.4-16.5~~
- ~~TV cameras 29~~
- Urgency Sub-Committee 22
- Voting 27
- Web-casting 29
- Withdrawal of items from agenda 7.4

07/04/16

Quorum – Council 6; Committees 21
[Reporting of Council proceedings
\(incl Filming, Photographing, Audio
recording & streaming\) eording at
Council 29](#)
Reports to Council, Committees and
Sub-Committees 14, 24.1-24.4
[Requisitioning Council meeting 4.4](#)
[Right to reply 16.6, 16.8](#)
[Seconding Motions 15.2](#)

07/04/16