

## **Meeting Procedure Rules**

### **Meetings – Dates and Times**

Meetings of Council, Committees or Sub-Committee shall be held each year on such dates and times as decided by the Council.

No alterations to the dates or time of meetings shall take place unless Council, the Committee or Sub-Committee agrees an ad hoc change or the Chairman of the relevant committee or sub-committee after consultation with the Head of Legal and Democratic Services concurs with either a cancellation, or an alternative date or time.

The Council will give at least five clear days notice of any meeting to members of that meeting and to the public by posting details of the meeting at the Council's main offices, except where a meeting is called at shorter notice.

### **Appointment of Special Committees and Sub-Committees**

Council and Committees may from time to time appoint Committees and Sub-Committees respectively. They may appoint any of their Members to such Committees and Sub-Committees subject to any statutory provision and may co-opt where that is authorised by statute. Such Committees/Sub-Committees shall report to the appointing body but shall not have power to transact any business without express authority from the appointing body or by virtue of this constitution.

Where Special Committees are formed, the Council will decide whether to appoint Substitute members to the Committee at the time it makes the appointments.

### **Membership**

The membership and substitute members of Council Committees shall be agreed at Annual Council.

If a casual vacancy arises on a Committee, the Head of Legal and Democratic Services shall notify the relevant Political Group which is responsible for the appointment to the seat which has been vacated. The nomination by the Political Group shall be considered at the next ordinary meeting of Council, with any change in the appointment of Substitute members to the Committee.

### **Quorum**

No business shall be transacted at any meeting of the Council, committees and of Sub-Committees unless one third of the whole number of members of Council, Committee or Sub-Committee is present.

In the case of committees this shall not be less than three members or in the case of a of a Sub-Committee two members. The quorum for the Standards Committee and Licensing Sub-Committee shall be in accordance with Standards Committee Procedure Rules and Licensing Sub-Committee Procedure Rules respectively.

If at the time set for the start of a meeting there is not a quorum, the meeting shall not commence until a quorum is present, but if after fifteen minutes there is no quorum the meeting shall be abandoned and a new meeting date shall be arranged.

If during any meeting a quorum is not present the Chairman shall adjourn the meeting for fifteen minutes. If, after fifteen minutes there is still no quorum the meeting shall stand adjourned to a date and time announced by him at the time the meeting is adjourned or shall be included on the agenda for the next ordinary meeting.

### **Chairman**

Every Council meeting shall at its first meeting elect a Chairman and Vice-Chairman for the year.

In the case of the Executive, the Leader of the Council (Chairman of the Executive) is appointed by Council and the Deputy Leader of Council (Vice-Chairman of the Executive) is appointed by the Leader of the Council.

If at any meeting the Chairman is absent, the Vice-Chairman shall preside. If both the Chairman and Vice-Chairman are absent another Member at the meeting shall preside.

Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

In the event of a Chairman resigning or intending to resign notice of resignation shall be given at a meeting of the Committee and an election to fill the vacancy made at the first meeting after that.

### **Attendance at Committees and Sub-Committees by those who are not Members**

Members of the public may attend all meetings subject only to the exceptions in these rules.

A Member of the Council may attend any meeting of the Council of which they are not a member:

- as an observer, without a right to vote or speak, or
- to make a statement (and answer any resulting questions) on an issue on the agenda that directly affects their ward. At the discretion of the

Chairman of the meeting they may also be allowed to participate in any debate. At Planning Committee, they may also sum up their view at the end of the debate.

Such attendance shall not be allowed if the matter is one where the Member would be required to declare a prejudicial interest. In such a case the Member may ask another Member to attend or address the meeting on their behalf.

### **Substitutes**

The Terms of Reference for each Committee and Sub-Committee will state whether Substitute members may be appointed and what eligibility restrictions if any shall apply. Substitute members will either be named or casual:

- **Casual Substitutes** are any eligible member of the relevant political group.
- **Named Substitutes** must be members of the relevant political group and be appointed by Council.

If a member of a Committee or Sub-Committee is unable to attend a meeting or there is a vacant seat, a duly appointed Substitute from the appropriate political group shall be entitled to attend, speak and vote at the meeting. This substitution shall apply for the whole duration of the meeting.

No Member shall be entitled to act as a Substitute for more than one member at any one meeting;

The name of the Substitute must be notified to the Head of Legal and Democratic Services before the start of the meeting, and shall be reported to the meeting and recorded in the Minutes

### **Attendance at Committees and Sub-Committees of the Leader of the Council and Leaders of Political groups who are not Members**

In addition to their rights as elected member under this constitution, the Leader of the Council and Leaders of Political Groups, shall be entitled to attend and speak at Committees and Sub-Committees with the exception of the Licensing, Planning and Standards Committee. The Leader of the Council and Leaders of Political Groups may arrange for another Member to represent them at any such meeting they are entitled to attend, such attendance shall be notified to the Head of Legal and Democratic Services prior to the commencement of the meeting and shall be recorded in the Minutes of the meeting.

### **Exclusion of the Press and Public to Meetings**

### **Confidential information – requirement to exclude public**

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

**Exempt information – discretion to exclude public**

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.

Where the meeting will determine any person’s civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

Exempt information means information falling within the categories in the following table. Each of these categories has a paragraph number specified in the table, and are subject to the qualifications and interpretation which follow the table.

Paragraph Number	Category
1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any

	enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

<b>Standards Committee</b>	
Paragraphs 7A-7C apply where a meeting of a standards committee or a sub-committee of a standards committee is convened to consider a matter referred under the provisions of section 60(2) or (3), 64(2), 70(4) or (5) or 71(2) of the Local Government Act 2000.	
7A	Information which is subject to any obligation of confidentiality.
7B	Information which relates in any way to matters concerning national security.
7C	The deliberations of a standards committee or of a sub-committee of a standards committee established under the provisions of Part III of the Local Government Act 2000 in reaching any finding on a matter referred under the provisions of section 60(2) or (3), 64(2), 70(4) or (5) or 71(2) of that Act.

### **Public Interest Test**

Information which falls within any of paragraphs 1 to 7 above; and is not prevented from being exempt by virtue of the following two qualifications is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **Qualifications**

#### **General**

Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

#### **Paragraph 3**

Information falling within paragraph 3 above is not exempt information if it is required to be registered under:-

- the Companies Act 1985;
- the Friendly Societies Act 1974;

- the Friendly Societies Act 1992;
- the Industrial and Provident Societies Acts 1965 to 1978;
- the Building Societies Act 1986; or
- the Charities Act 1993.

### **Interpretation**

“*employee*” means a person employed under a contract of service.

“*financial or business affairs*” includes contemplated, as well as past or current, activities.

“*labour relations matter*” means any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 [10] (matters which may be the subject of trade dispute, within the meaning of that Act); or any dispute about a matter falling within paragraph (a) above. For the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority.

“*office holder*”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.

“*registered*” in relation to information required to be registered under the Building Societies Act 1986, means recorded in the public file of any building society (within the meaning of the Act).

### **Exclusion of Access by the Public To Reports**

If the Chief Executive thinks fit, the Council may exclude access by the public to reports which in his or her opinion relate to items during which, the meeting is likely not to be open to the public. Such reports will be marked “Not for publication” together with the category of information likely to be disclosed.

### **Agendas**

#### **Ordinary Meetings**

In the absence of a specific agenda set out in the relevant Committee Procedure Rules, the agenda for meetings shall be to:-

- elect a person to preside if the chairman and vice-chairman are not present;

- receive any apologies for absence;
- receive any announcements from the Chairman and/or the Leader;
- receive any declarations of interest from members;
- approve the minutes of the last meeting;
- consider any urgent items of business as agreed by Chairman
- deal with any business remaining from the last meeting;
- to report any petitions and requests to address the meeting on an item on the agenda, or to receive an address, any other business on the agenda (not applicable to Licensing, Planning and Standards Committees)
- pass a resolution to exclude the public for any items involving the likely disclosure of exempt or confidential information
- any other exempt business on the agenda

The Chairman, or the meeting by resolution, may vary the order of business.

### **Special or Extraordinary Meetings**

The order of business at a special or extraordinary meeting shall be:-

- (a) To elect a person to chair the meeting if the Chairman and Vice-Chairman are absent.
- (b) To receive apologies for absence.
- (c) Where a special or extraordinary meeting has been called details of the business of the meeting and of any motion or report which it is intended the meeting should consider shall be set out in the summons,

Those listed below may require the Chief Executive to call a special or extraordinary meeting of the Council:-

- the Council by resolution;
- the Chairman of the Council;
- the Monitoring Officer; and
- any five Members of the Council if they have signed a requisition presented to the Chairman of the Council and he has refused to call a meeting or has failed to call a meeting within seven days.

Those listed below may require the Chief Executive to call a special or extraordinary meeting of a Committee or Sub-Committee:

The Chairman of a Committee or of a Sub-Committee

- A quorum of the Committee or Sub-Committee if they have signed a requisition.

### **Urgent Business**

No business shall be transacted at a meeting other than that specified in the agenda

Where an urgent matter within the terms of reference of that meeting is notified to the Head of Legal and Democratic Services by 12 noon on the day of the meeting, they will inform the Chairman who will decide whether the matter should be considered at the meeting as a matter of urgency

### **Agendas, Minutes and Reports**

Any member of a meeting may require the Chief Executive to make sure that an item is placed on the agenda of the next available meeting for consideration, subject to any exclusions as set out in the procedure rules.

The Council will make copies of the agenda and reports open to the public available for inspection at the designated office at least five clear days before the meeting, except where a meeting is called at shorter notice. If an item is added to the agenda later, the Chief Executive will make each such report available to the public as soon as the report is completed and sent to Councillors.

All agendas, minutes, reports and other documents of the Council, Committees and Sub-Committees shall be available on request to all Members of Council and to any other person on payment of a charge for postage and any other costs for at least six years following the date of the meeting. The Chief Executive may supply to the public any other documents supplied to Councillors in connection with an item

They shall be treated as confidential in so far as they may relate to meetings or parts of meetings which are not open to the public, unless and until such a time as they may become public in the ordinary course of the Council's business.

After any meeting of the Council or of its committees, the Chief Executive or, where no Officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as practicable (the minutes).

The minutes of every meeting shall be sent to each Member of the meeting before the next meeting and shall be taken as read. No discussion shall take



place upon the minutes except upon their accuracy, and any question of their accuracy shall be considered and voted upon.

Minutes of meetings shall be signed at the next ordinary meeting. Members may ask questions on Minutes relating to their accuracy, or request an update on the matter referred to. Members cannot use this facility as a means to re-open debate on an issue or to alter a previous decision.

### **Background papers**

The Officer producing a report will set out in that report a list of background papers relating to the subject matter of the report which in his opinion, have been relied on to a material extent in preparing the report.

Background papers do not include published works or in respect of executive reports, the advice of a political advisor.

Background papers which disclose exempt or confidential information, will be marked as such and will not be publicly available.

The Council will make background papers available for inspection for four years after the date of the meeting.

### **Petitions**

Petitions may be presented to all meetings of Council except Planning, Licensing and Standards Committees by:

- A Local Government elector for the area,
- A person who is wholly or mainly resident in the area,
- A Council Taxpayer or National Non-Domestic Ratepayer for the area

Petitions must:

- Be relevant to the Terms of Reference to the meeting to which they are presented
- Be relevant to a function of the Council and
- Directly affect the District, or a part of it

A request to present a petition must be received by the Head of Legal and Democratic Services before noon on the third working day before the meeting.

Any question as to the relevance of any petition shall be determined by the Chairman of the meeting without debate.

When petitions are presented the presenter shall have the right to briefly announce the subject of the petition (5 minutes);

If the petition is directly relevant to an item before the meeting or that is due to come before the meeting it shall be considered in conjunction with that item;

If the petition is not relevant to an item before the meeting or that is due to come before the meeting it shall be referred without debate for consideration to a relevant council meeting or officer, who shall respond to the petition and report back to the referring body.

In the case of referral to a council meeting the person who presented the petition shall be able to address the meeting when the matter referred to in the petition is considered.

### **Addresses**

Addresses may be presented to all meetings of Council except Planning, Licensing and Standards Committees by:

- A Local Government elector for the area,
- A person who is wholly or mainly resident in the area,
- A Council Taxpayer or National Non-Domestic Ratepayer for the area

Addresses must be on an item on the Agenda before the meeting and not exceed 5 minutes. No person will be allowed to address more than one meeting on any particular issue, except in the case where a Planning decision has been referred to Council for consideration.

Requests to address and the reasons for the address must be received by the Head of Legal and Democratic Services not later than noon on the working day before the meeting;

The Chairman of the meeting shall determine the request, and where on the agenda the address shall be made. The Chairman may require that where there are a number of persons wishing to present similar views on the same issue, that an address is made by a single spokesperson, on behalf of all such persons. The Head of Legal and Democratic Services will notify persons who are not allowed to address a meeting of that fact and of the reasons for the decision.

Addresses shall not be permitted on the following matters:

- planning applications or any other planning, licensing or standards committee matter involving an individual or applicant for any permission;

- any matter involving negotiations which the Council is engaged in;
- any matter where the Council is involved in negotiation or litigation;
- any matter involving exempt or confidential information as set out in the introduction to this constitution
- any other matter which the Chairman considers is inappropriate following consultation with the Head of Legal and Democratic Services.

## **Motions**

Motions may be submitted by members of a council meeting on any issue over which the meeting has power or which affects the District and shall be in writing signed by the Member giving the notice.

Motions must be received in writing by the Head of Legal and Democratic Services by noon on the eighth working day before the meeting.

Received motions shall be open to the inspection of Members of the Council during Council office opening hours and shall be specified on the agenda for the meeting for which it has been submitted.

If a submitted motion is not proposed either by the Member who has given the notice or by some other Member with his written authority it shall be abandoned and must be submitted afresh.

If a motion is referred to the Executive or any Committee or Sub-Committee of which the proposer is not a Member, he shall be given notice of the meeting at which it is proposed to consider the motion and shall have an opportunity of explaining it, but shall not have a right to vote on it.

## **Motions with Budgetary consequences**

Any motion on notice or amendment which would require an increase in the current budget of the Council, or would involve capital expenditure, shall, when formally proposed and seconded, be immediately adjourned.

The motion will be considered at the next ordinary meeting of the Council in order that the Executive, relevant Committee and/or statutory officers may report on the potential impact and consequences. At that meeting the motion shall be considered as written in the Notice of Motion and shall not be subject to amendment.

An urgent motion which cannot wait till the next ordinary meeting of the Council, may, be debated at the meeting of the Council at which it is proposed. The Chairman of the Council will decide whether the item is of an urgent nature after consulting with the Chief Executive and Leader of the Council.

## **Procedural Motions**

The following motions may be moved without notice:-

- The appointment of a Chairman in the absence of the Chairman and Vice-Chairman.
- A motion relating to the accuracy of the Minutes of the meeting
- The referral of an issue to the Executive, a Committee or Sub-Committee
- The appointment of a Committee, a representative of the Council on any body or at any meeting, in relation to any agenda item or on the recommendation of any Committee.
- Adoption of recommendations of the Executive, Committees and any consequent resolutions.
- That the meeting move straight to the vote.
- That the debate be adjourned.
- That the meeting be adjourned.
- That a Procedure Rule or Rules be suspended
- That. a Procedure Rule or Rules be reinstated
- That the press and public be excluded
- That the press and public be re-admitted.
- That a Member be not further heard, or be required to leave the meeting.
- That the order of the agenda items be varied.
- That a motion be withdrawn.
- A motion which is deemed urgent by Chairman under Section 100B(4) of the Local Government Act 1972 be considered.

## **Rescission of Resolution**

No motions to rescind or vary an agreed decision or a motion which has been voted on and lost within the preceding six months shall be allowed, except in the following circumstance:

A motion to rescind or vary an agreed decision or or a motion which has been voted on and lost within the preceding six months shall be allowed, if it has the signature or e-mail from a known or recognised source of 8 councillors and is received by Head of Legal and Democratic Services by noon on the eighth working day before the meeting.

When such a motion has been considered, it shall not be open to any Member to propose a similar motion for a further period of six months.

The above provision shall not apply to motions which are moved following consideration by the Executive or a Committee, nor shall it prevent the Executive or a Committee or Sub-Committee varying or rescinding a decision which has been taken under delegated authority within the preceding six months.

### **Postponing a Decision to Rescind or vary a Resolution**

When a Council meeting has passed a motion to vary or rescind a resolution, it may be postponed by a notice signed or by e-mail from a known or recognised source by 8 Members of the Council, which shall be received by the Head of Legal and Democratic Services by noon on the day following the meeting at which the resolution to rescind or vary the decision was passed.

Upon receipt of such a notice the decision referred to and to be subject to variation or rescission shall be suspended and the issue referred to Council for resolution.

### **Presentations and Presentation of Reports to Council Meetings**

A Council meeting (with the exception of meetings of The Council where the suspension of the Meeting Procedure Rules shall be required), may prior to entering debate on any issue receive a report presented by an officer or presentation from an officer or other invited stakeholder. Members may then ask questions of the presenter through the Chairman.

### **Rules of Debate**

At Council every Member shall be seated except the one who is addressing the Council, and when the Chairman rises no one else shall continue standing, or rise from his seat.

At Committees and Sub-Committees all members shall be seated and only one member at a time as directed by Chairman shall speak, and when the Chairman wishes to speak no one else shall continue speaking.

## **Proposer Speech**

The proposer of a motion or amendment shall first state the precise wording or effect of the motion or amendment which shall not be further explained or discussed unless it has been formally seconded.

Every motion or amendment shall, if required by the Chairman, be reduced to writing, handed to the Chairman and read before it is moved.

## **Secunder Speech**

Every motion shall be formally seconded before it is discussed or put to the meeting. The seconder of a motion may reserve his speech for a later period in the debate.

## **Speeches by Others and Amendments**

A Member who speaks shall address the Chairman and direct his speech strictly to the motion or amendment under discussion or to a point of order relating to procedure. A Member shall not speak more than once on any motion or amendment.

No Member shall propose or second more than one amendment on any one motion. The seconder of an amendment may reserve his speech for a later period in the debate on the amendment.

An amendment must be relevant to the motion on which it is moved and may only:-

- leave out words.
- leave out words and insert or add others.
- insert or add words.
- refer any motion, issue, or part of an issue, to an appropriate body, meeting or individual for consideration or reconsideration. No further amendment may be moved, if this amendment is agreed

An amendment may not amount to a direct negative of the motion or nullify the motion.

If an amendment is rejected, other amendments may be moved on 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 upon which any further amendment may be moved.

A further amendment shall not be moved until the Council has disposed of any amendment previously moved.

### **Leader of the Council/ Relevant Committee Chairman Right of Reply**

The Leader of the Council (in respect of motions concerning Executive functions) or relevant Committee Chairman (in respect of motions concerning non-executive functions) shall be entitled to a right of reply.

### **Proposer Rights of Reply**

In a debate upon a motion the proposer of the original motion may reply at the close of the debate upon the motion and shall strictly confine himself to answering the previous speakers and shall not introduce any new matter.

In a debate upon an amendment the proposer of the amendment and the proposer of the original motion may both reply at the close of the debate upon the amendment, the proposer of the amendment shall reply first before the proposer of the original motion. Both shall, in replying, confine themselves to answering previous speakers and shall not introduce any new matter.

In all cases a decision shall be taken without further discussion after the reply of a proposer of a motion.

### **Withdrawal of Motion**

A Member may withdraw a motion which he has moved, with the consent of both the meeting and the Secunder. The consent of the meeting will be signified without discussion. No Member may speak on the motion after the proposer has requested permission to withdraw it unless permission is refused.

### **Procedural Motions**

A Member who has not spoken on the question before the meeting may, with the consent of the Chairman, propose without comment, any one of the following procedural motions:-

- that the meeting move straight to the vote.
- that the debate be adjourned
- that the meeting be adjourned
- that the meeting proceed to next business

on the seconding of which the Chairman shall immediately put the procedural motion to the vote.

If a procedural motion that the meeting move straight to the vote is carried the Chairman shall first call upon the proposer of the amendment, and then on the proposer of the original motion under discussion to reply, and shall then put the motion under discussion to the vote.

If the procedural motion that the debate be adjourned or that the meeting be adjourned is carried, the motion under discussion shall be adjourned to the next meeting, or the meeting shall stand adjourned as the case may be, without the proposer of the motion, or the proposer of the amendment if any being called upon to reply.

If the procedural motion to proceed to next business is carried the Chairman shall call upon the proposer of the amendment, and then on the proposer of the motion under discussion to reply, and shall then put the motion under discussion to the vote.

### **Chairman’s Decision**

The decision of the Chairman on any matter upon which it is necessary for him to rule in respect to the rules of debate or any other matter relating to the conduct of meetings shall be final and shall not be open to discussion.

### **Limitations on Speaking**

Motion of which Notice has been given	(1) Proposer	10 minutes
	(2) Seconder (Right to Reserve)	5 minutes
	(3) Others	5 minutes
	(4) Leader of the Council in respect of motions concerning Executive functions, or the Chairman of the relevant Committee in respect of motions concerning non-executive functions.	5 minutes
	(5) Proposer	5 minutes
Amendment to a motion	(1) Proposer of Amendment	10 minutes
	(2) Seconder (Right to Reserve)	5 minutes
	(3) Others	5 minutes
	(4) Proposer of Amendment	5 minutes
	(5) Proposer of Original Motion	5 minutes



## **Voting**

Every matter will be decided by a simple majority, except in the case of voting on appointments. Every question shall be determined by a show of hands of those Members present and voting. Members must be seated in their places in the meeting room when voting. Individual Members shall have the right to have their votes for or against a motion, or the fact that they have abstained from voting recorded in the Minutes of the meeting at which the vote is taken, provided they request that this be done after the vote is taken.

## **Recorded Vote**

If, before the vote is taken, two Members demand a recorded vote the names for and against the motion or amendment and the names of Members abstaining shall be taken down in writing and entered in the Minutes

## **Voting on Appointments**

Where there is a vote on the appointment of representatives, nominees or delegates of the Council, a separate vote shall be taken on each appointment.

Where there are more than two persons nominated for any position to be filled by the Council and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person.

## **Suspension and Amendment of Rules**

Any Meeting Procedure Rules may, by a simple majority be suspended at any meeting with regard to any item of business to be transacted. The duration of the suspension shall be clearly stated.

## **Prevention of Disorderly Conduct**

### **Members**

At a meeting of the Council if any Member persistently:

- disregards the ruling of the Chairman and/or
- behaves irregularly, improperly or offensively and/or
- wilfully obstructs the business of the meeting,

The Chairman may adjourn the meeting for such a period as is considered appropriate to resolve the issue, alternatively,

The Chairman of the Council or any other Member at the discretion of the Chairman may propose that the Member named be not further heard. Upon being seconded it shall be immediately put to the meeting and decided without discussion. If it is carried the Member named shall not speak further at the meeting.

If the named Member continues to display disorderly conduct after the motion as set out above has been agreed, the Chairman may either:

propose that the Member named leave the meeting, it shall not require seconding and shall immediately be put to the meeting and decided without discussion.

If it is carried the Member named shall immediately leave the meeting.

### **Members of the Public**

If a Member of the public interrupts the proceedings at any meeting the Chairman shall warn him. If he continues the interruption, the Chairman shall request him to leave the Meeting Room. If he does not leave, the Chairman shall either adjourn the meeting or order his removal from the meeting room.

In case of general disturbance in any part of the meeting room open to the public, the Chairman shall order that part to be cleared.

### **General Disturbance**

In the event of a general disturbance which in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman may adjourn or suspend the meeting of the Council until the disturbance is brought under control, or for such period of time as he shall deem appropriate and the meeting shall thereupon be adjourned or suspended accordingly.

### **Interpretation**

In these Procedure Rules the words meeting, Committee and Sub-Committee mean meetings formally constituted under the Local Government Act 1972 as amended.