

COUNCIL PROCEDURE RULES

1. DEFINITIONS

1.1 In these Procedure Rules, unless the context otherwise demands, the following terms have these meanings:

“Monitoring Officer” - the officer of the Council responsible for the provision of administrative services to the Council and the person designated under Section 5 of the 1989 Act, or his/her duly authorised representative;

“Authority” - the St. Helens Borough Council;

“Chief Executive” - the Head of the Authority’s Paid Service, or his/her duly authorised representative;

“Chief Officer” - the Head of the Paid Service, the Monitoring Officer, the Chief Finance Officer, any other statutory chief officer, Executive Director or his/her duly authorised representative;

“Committee” - a committee of the St. Helens Borough Council;

“Council” - the St. Helens Borough Council acting as the Council;

“Member of the Cabinet” - Members of the Council appointed by the Leader to be a member of the Cabinet;

“Cabinet Councillors” - Members of the Council appointed by the Leader to be a member of the Cabinet;

“Group Leader” - the Leader of a political group as defined in the Local Government (Committees etc.) Regulations 1989;

“Leader” - such Member of the Council, as the Council may appoint under Rule 2.1;

“majority group” - a political group to which more than half the Members of the Council belong or exactly half of the Members, including the Mayor;

“meeting” - a meeting of the Council, a Committee or a Sub-Committee, as the case may be;

“Member” - in relation to the Council, a Member of the Council; in relation to any Committee or Sub-Committee, a person appointed as a member of that Committee or Sub-Committee, whether or not entitled to vote;

“minority group” - a political group which is not the majority group;

“Monitoring Officer” - the person designated under Section 5 of the 1989 Act;

A “motion to exclude the press and public” - a motion under Section 100A of the 1972 Act;

“political group” - a political group as defined by the Local Government (Committees and Political Group) Regulations 1990;

“Sub-Committee” - a Sub-Committee of a Committee;

“the 1972 Act” - the Local Government Act 1972;

“the 1989 Act” - the Local Government and Housing Act 1989;

“the 2000 Act” - the Local Government Act 2000.

- 1.2 Unless the context otherwise requires, the singular includes the plural and the plural includes the singular; the masculine includes the feminine and the feminine includes the masculine.

2. **ANNUAL MEETING OF THE COUNCIL**

2.1 Timing and Business

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (i) elect a person to preside if the Mayor is not present;
- (ii) elect the Mayor;
- (iii) elect the Deputy Mayor;
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the Mayor;

- (vi) receive any announcements from the Leader of the Council;
- (vii) appoint at least one Overview and Scrutiny Commission, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions as set out in Part 3 of this Constitution;
- (viii) agree the scheme of delegation, or such part of it, as the Constitution determines it is for the Council to agree;
- (ix) approve a programme of ordinary meetings of the Council for the year;
and
- (x) consider any business set out in the notice convening the meeting.

2.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council meeting will:

- (i) decide which Committees to establish for the municipal year;
- (ii) decide the size and terms of reference for those Committees;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of Councillors to serve on each Committee and outside body; and
- (v) appoint to those Committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.

2.3 Appointment of Chairmen

- (a) At its Annual Meeting, the Council may appoint from among the voting Members the Chairman and Deputy Chairman of a Committee or Sub-Committee, with the exception of the Chairman of Overview and Scrutiny Commission, who shall be appointed at its first meeting by the elected members of the Overview and Scrutiny Commission.

- (b) If any appointment possible under the previous rule is not made, a Committee may appoint from among the voting Members a Chairman of that Committee.
- (c) If any appointment possible under (a) is not made, a Committee may appoint from among the voting Members a Chairman of a Sub-Committee appointed by them.
- (d) If any appointment possible under the preceding paragraphs is not made, a Sub-Committee may appoint from their voting Members a Chairman.
- (e) If the Chairman is absent, a meeting of a Committee or Sub-Committee shall appoint from among the voting Members present a person to preside at that meeting.
- (f) If it is necessary for the Committee or Sub-Committee to appoint a Chairman, the Monitoring Officer or his/her representative shall call for a motion for a voting Member of the Committee or Sub-Committee to take the Chair.
- (g) If discussion arises the Monitoring Officer or his/her representative shall exercise the powers of the Chairman to regulate that discussion and to maintain order at the meeting.
- (h) The motion and any amendment shall be put to the meeting in accordance with Rule 16.6.

3. **ORDINARY MEETINGS**

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary meetings will:

- (i) elect a person to preside if the Mayor and Deputy Mayor are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive apologies for absence;

- (iv) receive any declarations of interest from members;
- (v) receive any announcements from the Mayor;
- (vi) receive any announcements from the Leader of the Council
- (vii) receive questions from, and provide answers to, Members of the Council;
- (viii) receive questions from, and provide answers to, the public;
- (ix) the hearing of deputations by members of the public;
- (x) deal with any business from the last Council meeting;
- (xi) receive any reports from the Cabinet and the Council's committees, and receive questions and answers on any of those reports;
- (xii) receive any reports about, and receive questions and answers on, the business of joint arrangements and external organisations;
- (xiii) consider motions; and
- (xiv) consider any other business, if any, specified in the summons to the meeting.

4. **EXTRAORDINARY MEETINGS**

4.1 Calling Extraordinary Meetings

Those listed below may request the Chief Executive to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Mayor;
- (iii) the Monitoring Officer; and
- (iv) any five members of the Council if they have signed a requisition presented to the Chairman of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

5. **TIME AND PLACE OF MEETINGS**

The Annual Meeting will be held at 12 noon at St. Helens Town Hall. The time and place of other ordinary meetings will be determined by the Council and notified in the Summons.

6. **NOTICE OF AND SUMMONS TO MEETINGS**

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Chief Executive will send a Summons signed by him or her to every member of the Council. The Summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7. **CHAIR OF MEETING**

The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to Committee and Sub-Committee meetings, references to the Mayor also include the Chairman of Committees and Sub-Committees

8. **QUORUM**

The quorum of a meeting will be one quarter of the whole number of members, rounded up where appropriate. During any meeting if the Mayor counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

9. **QUESTIONS BY MEMBERS**

9.1 On reports of the Cabinet or Committees

A member of the Council may ask the Leader or the Chairman of a Committee any question without notice upon an item of the report of the

Cabinet or a Committee when that item is being received or under consideration by the Council.

9.2 Questions of Notice at Full Council

Subject to Rule 9.3, a Member of the Council may ask:-

- the Mayor
- the Leader
- any member of the Cabinet
- the Chairman of any Committee or Sub-Committee
- any member appointed by the Authority to a Joint Authority or any external body

a question on any matter in relation to which the Council has a responsibility or which affects the Borough and does not relate to any personal or individual matter.

9.3 Notice of Questions

A member may only ask a question under Rule 9.2 if either:-

- (a) they have given notice in writing or electronic mail of the question to the Chief Executive by not later than 12.00 noon on the Monday in the week preceding the meeting of the Council at which it is to be asked. Provided that when the Monday is a Bank Holiday, then by not later than 12.00 noon on the preceding Friday; or
- (b) the question relates to urgent matters, they have the consent of the Mayor to ask the question.

9.4 List of Questions

A list of all the questions, of which notice has been given, shall be circulated to Members of the Council at or before the meeting at which the question is to be asked.

9.5 Response

Every question shall be put and answered without discussion.

An answer may take the form of:-

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner and all members of the Council.

9.6 Supplementary Question

A member asking a question under Rule 9.2 may ask one supplementary question without notice of the member to whom the first question was asked.

The supplemental question must arise directly out of the original question or the reply. A second supplementary question may be asked by any other member of the Council. The answer may take the same form as described in Rule 9.5.

10. **QUESTIONS BY THE PUBLIC**

10.1 A period of not more than thirty minutes shall be allowed for questions submitted by a member of the public.

10.2 General

Members of the public may ask questions of members of the Cabinet at ordinary meetings of the Council.

10.3 Notice of Questions

A question may only be asked if:-

- (a) notice has been given by delivering it in writing or by electronic mail to the Chief Executive by not later than 12.00 noon on the Monday in the week preceding the meeting of the Council at which it is to be asked.
Provided that when the Monday is a Bank Holiday, then by not later

than 12.00 noon on the preceding Friday. Each question must give the name and address of the questioner;

- (b) the Mayor considers that by reason of special circumstances it is reasonable that a question may be asked even though due notice has not been given.

10.4 Number of Questions

At any one meeting no person may submit or put more than one question.

10.5 Scope of Questions

The Chief Executive may reject a question if it:-

- is not about a matter for which the Local Authority has a responsibility or which affects the Borough;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

10.6 Record of Questions

The Chief Executive will enter each question in a book open to public inspection and will immediately send a copy of the question to the member who is the most appropriate to answer the question. Rejected questions will include reasons for rejection.

Copies of all questions which are accepted by the Chief Executive will be circulated to all members and will be made available to the public attending the meeting.

10.7 Asking the Question at the Meeting

The Mayor will invite the questioner to put the question to the appropriate member. If a questioner who has submitted a written question is unable to be present, they may nominate in writing another member of the public to ask the

question on their behalf. The question will not be put if the questioner or his/her nominee is not present.

The questioner will have two minutes to ask the question.

10.8 Response

Every question shall be put and answered without discussion. The respondent will have five minutes to reply to an initial question and two minutes to reply to any supplementary question asked under Rule 10.9.

An answer may take the form of:-

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner and all members of the Council.

10.9 Supplementary Questions

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. The questioner will have one minute to ask a supplementary question. A supplementary question must arise directly out of the original question or the reply. The Mayor may reject a supplementary question on any of the grounds in Rule 10.5 above.

11. **HEARING OF 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.

11.2 A deputation shall be heard provided that by not later than 12.00 noon on the Monday in the week preceding the relevant meeting of the Council and with the further proviso that when the Monday is a Bank Holiday notice must be received by 12.00 noon on the preceding Friday.

A deputation may only be heard if:

- a) notification has been given to the Chief Executive in accordance with this Rule;
- b) the subject matter of the deputation is notified in writing;
- c) the names and addresses and organisation (if any) of the persons forming the deputation, to be no more than six, indicating which one person is to speak, are notified in writing;
- d) copies of any accompanying material which should comprise no more than two sides of A4 paper are lodged in advance.

11.3 Any deputation under this Procedure Rule shall be relevant to some matter in relation to which the Authority has functions, or which affects the area of the Authority or part of it, or some or all of the inhabitants of that area, and does not relate to

- (a) any personal or individual matter;
- (b) any planning matter which falls within the terms of reference of the Planning Committee.

11.4 Each deputation may be heard for a maximum of five minutes, following which one Member of the Council nominated by the Mayor may speak in response. It shall then be moved by the Mayor and voted on without discussion that the deputation be thanked for attending and its subject matter noted. It may further be moved and voted upon without debate that the subject matter of the deputation be referred to either:

- a) a future meeting of the appropriate Committee or Sub-Committee to receive a report; or
- b) the appropriate Chief Officer and Cabinet Councillor(s).

12. **MOTIONS ON NOTICE**

12.1 Notice

Except for motions which can be moved without notice under Rule 13, or which the Mayor considers should be considered as a matter of urgency, notice of every motion must be given by delivering it in writing or by electronic mail to the Chief Executive not later than 5.00 p.m. on the Monday in the week preceding the relevant Council meeting except when the Monday is a Bank Holiday then by not later than 12 noon on the Tuesday. These will be entered in a book open to public inspection.

12.2 Scope

The Monitoring Officer may reject a Motion if it –

- (i) is not about a matter for which the Council has a responsibility, or which affects the Borough;
- (ii) seeks to circumvent a decision-making process under way;
- (iii) is potentially defamatory, vexatious, frivolous or offensive;
- (iv) requires the disclosure of confidential or exempt information;
- (v) is in some other respect considered to be unlawful, irregular, improper or incapable of having practical effect.

Such motions submitted will be dealt with by the Monitoring Officer and the proposer of the Motion given advice accordingly in line with the criteria.

12.3 Motion set out in Agenda

Motions for which notice has been given will be listed on the Agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

- 12.4 A motion shall only be moved by either the member who gave the notice or by a member authorised in writing by that member.

13. **MOTIONS WITHOUT NOTICE**

The following motions may be moved without notice:-

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;

- (c) to change the order of business in the Agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to receive reports or adoption of recommendations of Committees or officers and any resolutions following from them;
- (f) to withdraw a motion;
- (g) to amend a motion;
- (h) to proceed to the next business;
- (i) that the question be now put;
- (j) to adjourn a debate;
- (k) to adjourn a meeting;
- (l) to suspend a particular Council procedure rule;
- (m) to exclude the public and press in accordance with the Access to Information Rules;
- (n) to not hear further a member named under Rule 19.3 or to exclude them from the meeting under Rule 19.4; and
- (o) to give the consent of the Council where its consent is required by this Constitution.

14. **RULES OF DEBATE**

14.1 No Speeches until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

14.2 Right to Require Motion in Writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

14.3 Secunder's Speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

14.4 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. Except with the consent of the Council signified without comment the mover of a motion shall not speak for more than ten minutes (excluding the right of reply). No other person shall speak for more than five minutes.

14.5 When a Member may Speak Again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:-

- (a) to speak once on an amendment moved by another member;
- (a) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

14.6 Amendments to Motions

(a) An amendment to a motion must be relevant to the motion and will either be:-

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words

as long as the effect of (ii) to (iv) is not to negate the motion.

(b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under

discussion has been disposed of provided that the Mayor may permit two or more amendments to be discussed (but not voted upon) together if he/she thinks that this will facilitate the proper conduct of business.

- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

14.7 Alteration of Motion

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

14.8 Withdrawal of Motion/Amendment

A member may withdraw a motion or amendment which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion or amendment after the mover has asked permission to withdraw it unless permission is refused.

14.9 Right of Reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

14.10 Motions which may be Moved during Debate

When a motion is under debate, no other motion may be moved except the following procedural motions:-

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) a closure motion under Rule 14.11;
- (d) to exclude the public and press in accordance with the Access to Information Rules;
- (e) to not hear further a member named under Rule 19.3 or to exclude them from the meeting under Rule 19.4.

14.11 Closure Motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member:-
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded, the Mayor will give the mover of the original motion a right of reply and then put the procedural motion to the vote; if that motion is carried the original motion shall lapse.

- (c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply; the original motion or remaining business shall then stand over as uncompleted business to the next meeting.

14.12 Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

14.13 Personal Explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

15. **PREVIOUS DECISIONS AND MOTIONS**

15.1 Motion to rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 15 members.

15.2 Motion similar to one Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 15 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

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 was put.

16.2 Mayor's Casting Vote

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

16.3 Method of Voting

Unless a recorded vote is demanded under Rule 16.4, the method of voting at Council and at Committees/Sub-Committees shall be by a show of hands, or if there is no dissent, by the affirmation of the meeting.

16.4 Recorded Vote

If one-third of the members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

16.5 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.

16.6 Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

16.7 Recorded Vote at Budget Decision Meeting

- (a) Notwithstanding the provision of 16.4, in relation to any decision made at a meeting of the Council at which the Council's budget and the level of Council tax to be levied in the forthcoming year are determined ("a budget decision meeting") a recorded vote shall be taken in respect at the motion before the Council and any amendments put forward in respect of that motion. The details of the vote shall be recorded in the minutes of that meeting and the minutes shall include the names of the persons who cast a vote for the decision or against the decision or who abstains from voting.
- (b) For the avoidance of doubt "budget decision meeting" has the meaning prescribed by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 or any amendment made thereto.

17. **MINUTES**

17.1 Signing the Minutes

The Mayor will sign the minutes of the proceedings at the next suitable meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only issue with regard to the minutes that can be discussed is their accuracy.

17.2 No requirement to sign Minutes of Previous Meeting at Extraordinary Meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under Paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that

Paragraph) will be treated as a suitable meeting for the purposes of Paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

18. EXCLUSION OF PUBLIC

18.1 Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 20 (Disturbance by Public).

19. MEMBERS' CONDUCT

19.1 Standing to Speak

When a member speaks at full Council they must stand, unless unable to do so, and address the meeting through the Chairman. If more than one member stands, the Mayor will ask one to speak and the other must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

19.2 Mayor Standing

When the Mayor stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

19.3 Member not to be heard Further

If a member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

19.4 Member to Leave the Meeting

If the member continues to behave improperly after such a motion is carried, the Mayor may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

19.5 General Disturbance

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

20. DISTURBANCE BY PUBLIC

20.1 Removal of Member of the Public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

20.2 Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

21. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

21.1 Suspension

All of these Council Rules of Procedure, except this Rule, Rule 16.6 and Rule 17.2, may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

21.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, be referred without discussion to the Standards Committee for consideration and report to the next ordinary meeting of the Council.

22. APPLICATION TO COMMITTEES AND SUB-COMMITTEES

All of the Council Rules of Procedure apply to meetings of full Council. None of the Rules apply to meetings of the Cabinet. Only Rules 2.3, 6-8, 13-14,

16-17, 18-22 (but not Rule 19.1) apply to meetings of Committees/Sub-Committees.