

Appendix 4**Full Council Meeting Procedure Rules**

The changes proposed in this table were discussed and requested by a special meeting of the Governance and Ethics Committee on March 2023.

Section	Proposed changes (Additional wording is shown <u>underlined</u> , deleted wording is shown in strikethrough -)	Rationale
Full Council Meeting Procedure Rules	<p>To make the following changes:</p> <p><i>“1.0 Annual Meetings of the Council. The annual meeting will...</i></p> <p><i><u>o. be considerate of any informal protocol for member behaviour at meetings which may be in force from time to time</u></i></p> <p><i>3.0 Ordinary Meetings of the Council. Ordinary Meetings will...</i></p> <p><i><u>l. be considerate of any informal protocol for member behaviour at meetings which may be in force from time to time”</u></i></p>	<p>To make reference to a new informal protocol for member behaviour at council meeting (see Appendix 4a), which is intended to provide guidance and reassurance to members as well as setting out expectations on such matters as:</p> <ul style="list-style-type: none"> - Training on debate for key members. - Security at meetings. - Behaviours. - Motions. - Member-to-member engagement. - The need to give 48 hours’ notice of “substantive” amendments to motions/reports.
Full Council Meeting Procedure Rules – 5.0 Time and Place of Meetings	<p>The order of proceedings is currently:</p> <ol style="list-style-type: none"> 1. <i>Standard items</i> 2. <i>Minutes, Mayor’s Communications</i> 3. <i>Report of the Leader of the Council</i> 4. <i>Reports</i> 5. <i>Questions from members of the public</i> 6. <i>Questions from a Councillor</i> 7. <i>Motions</i> 	<p>To ensure the public are not waiting too long to raise their questions.</p>

	<p><i>8. Petitions</i></p> <p>It is proposed that questions from members of the public is moved to 4 and dealt with before reports.</p>	
Full Council Meeting Procedure Rules – 5.0 Time and Place of Meetings	Add new <u><i>“5.4 Reports on which a decision is needed will be timetabled before other reports.”</i></u>	It is necessary to prioritise reports to minimise the risk of decisions not being made in the event that a meeting overruns.
Full Council Meeting Procedure Rules – 8.0 Duration of Meetings	To make the following amendments: <i>“8.1 Unless the majority of the Councillors present vote for the meeting to continue, any meeting that has lasted for 3.5 hours will adjourn immediately. A motion to continue the meeting shall be moved immediately before or immediately after the expiration of 3.5 hours and before the person presiding declares the meeting closed. <u>Only 1 extension should be permitted unless there are exceptional circumstances.</u>”</i>	To cap the time spent in a single session.
Full Council Meeting Procedure Rules – 10.0 Report of the Leader of the Council	To add the following: <i>“10.1 The Leader of the Council, or a Councillor nominated by them at each ordinary meeting of the Council, , shall, when there are matters to report on, make a statement on an issue or matter of significant importance to the City. The statement will last no more than 10 minutes.</i> <i>10.2 A Councillor from each of the other Groups represented on the Council will be entitled to respond to</i>	To give the Leader the opportunity to provide advance notice of significant matters and to give more time for consideration prior to discussion.

	<p><i>the statement. The response will last no more than 5 minutes.</i></p> <p><u><i>10.3 The Leader shall be entitled to respond back to the relevant opposition leader and that response shall last no more than 2 minutes</i></u></p> <p><u><i>10.4 The subject matter of the Leader’s Report shall be published at least 24 hours before the meeting.”</i></u></p>	
Full Council Meeting Procedure Rules – 11. Questions by Members of the Public	<p>To add the following:</p> <p><i>“11.2 Any person who wishes to ask a question shall give written notice of the question to the Monitoring Officer by noon on the seventh working day prior to the meeting and shall attend the meeting to ask their question. Each question must give the name and address of the questioner.”</i></p>	To require the attendance of members of the public.
Full Council Meeting Procedure Rules – 11. Questions by Members of the Public	<p>To add the following:</p> <p><i>“11.3 The Monitoring Officer has the power to reject questions for the following reasons:</i></p> <p>...</p> <p><u><i>h. if in their opinion the matter should be considered by a relevant Committee (in which case the question will be sent to that Committee and the questioner notified.”</i></u></p>	To make clear the Monitoring Officer’s role in ensuring questions are dealt with by the most appropriate group.
Whole Constitution	To make such other minor amendments which are incidental to the changes above.	Necessary for consistency and ease of reading.