

## Part 3 – procedure rules

### a. Introduction

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The procedure rules set out how we work, including how meetings run, how information is made available and rules relating to finance and contracts.

The following are general provisions in relation to procedure rules.

1. Interpretation of rules of procedure
  - 1.1 The ruling of the Mayor or chairman of a council body as to the construction or application of procedure rules relating to that body shall not be challenged at that meeting.

2. Suspension and amendment of council procedure rules

- 2.1 Suspension

All of the council procedure rules except those relating to means of voting, voting on appointments and approval of minutes may be suspended by motion on notice, or on motion without notice if at least one half of the whole number of members of Council are present. Suspension can only be for the duration of the meeting.

- 2.2 Amendment

Except where it is in accordance with a written recommendation of the Monitoring Officer or Ethical Governance & Personnel Committee, any motion to add to, vary or revoke the council procedure rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of Council, at which it must be accompanied by a written recommendation of the Monitoring Officer.

3. Application of council procedure rules to committees and sub-committees

All of the council procedure rules apply to ordinary/extraordinary meetings of Council. None of the rules apply to meetings of the Executive, except those specified in the executive procedure rules. Council procedure rules 5 to 15, 17 to 19 and 21 to 27 apply to meetings of committees and scrutiny bodies unless otherwise specified in the rules for that body.