

Part 3 – procedure rules

b. Council procedure rules

CONTENTS

Paragraph

- 1 Annual meeting of Council
- 2 Ordinary meetings of Council
- 3 Forum debates
- 4 Extraordinary meetings
- 5 Time and place of meetings
- 6 Notice of and summons to the meeting
- 7 Chairman of the meeting
- 8 Duration of the meeting
- 9 Quorum
- 10 Appointment of substitute members
- 11 Right to attend meetings
- 12 Questions by the public
- 13 Petitions by the public
- 14 Questions by members
- 15 Petitions from members
- 16 Position statements
- 17 Motions on notice
- 18 Motions without notice
- 19 Rules of debate
- 20 Council forum debates
- 21 Previous decisions and motions
- 22 Voting
- 23 Minutes
- 24 Record of attendance
- 25 Exclusion of public
- 26 Members' conduct
- 27 Disturbance by the public

1. Annual meeting of Council

1.1 Timing

The annual meeting will take place on 14 May or on the following Tuesday, except in the year of a borough council election when the annual meeting will take place within 21 days of the retirement of outgoing councillors. In exceptional circumstances (as determined by the Chief Executive or Director (Corporate Services), the annual meeting may be held on any day during March, April or May.

1.2 Business

The annual meeting will:

- Elect a person to preside if the Mayor or Deputy Mayor is not present
- Elect the Mayor of Council for the ensuing municipal year
- Elect the Deputy Mayor of Council
- Approve the minutes of the last meeting of Council
- Receive any declarations of interest from councillors
- Elect the Leader of Council (in an election year only)
- Confirm the establishment of council bodies and working groups, consider any amendments to size and terms of reference and allocation of seats to political groups where appropriate
- Appoint to council bodies, including overview & scrutiny bodies and working groups
- Consider any business set out in the notice convening the meeting.

2. Ordinary meetings of Council

Ordinary meetings will take place in accordance with a schedule agreed by Council. Additional meetings may take place as necessary.

2.1 Business

Ordinary meetings will:

- Elect a person to preside if the Mayor and Deputy are not present, and elect a temporary vice-chairman for the meeting if necessary
- Approve the minutes of the last meeting of Council
- Receive any declarations of interest from councillors
- Receive any announcements from the Mayor
- Receive the Leader of Council's position statement
- Receive the minutes of the Scrutiny Commission, for information only
- Consider reports from officers
- Consider questions, petitions, motions and other items of business
- Consider any other item of business specified in the summons to the meeting or any other item of business not specified which the person presiding decides by reason of special circumstances should be considered as a matter of urgency at this meeting.

3. Forum debates

Meetings for forum debates may also be called on a regular basis to debate topics agreed in advance by the council and consider any reports of members of the Executive or chairman of the Scrutiny Commission or Finance & Performance Scrutiny.

4. Extraordinary meetings

4.1 Calling an extraordinary meeting

The proper officer may call a meeting of Council in addition to ordinary meetings on the written request of:

- Council, by resolution
- The Mayor
- The Monitoring Officer
- The Chief Executive
- Any five members of Council if they have presented a signed requisition to the Mayor and the Mayor has failed to call a meeting within seven days of presentation of the requisition, or has refused to call a meeting.

4.2 Business at an extraordinary meeting

The business that can be conducted at an extraordinary meeting is restricted to items which were specified in the requisition and notice and must be matters for which the council has a responsibility or which affect directly or indirectly residents or businesses in the borough of Hinckley & Bosworth.

5. Time and place of meetings

Unless otherwise agreed, meetings will take place at 6.30pm in the De Montfort Suite, Hinckley Hub. The time and location will be included on the summons.

6. Notice of and summons to the meeting

The Democratic Services Officer 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 working days before a meeting (or as soon as practicable, if the meeting is called at shorter notice), the Democratic Services Officer will send a signed summons to every member of 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. The business will be set out in the order which the Democratic Services Officer considers most appropriate for the effective and proper consideration of business.

7. Chairman of the meeting

The person presiding at the meeting may exercise any power or duty of the chairman. If it is necessary to choose a member of Council to preside in the absence of the Mayor or Deputy Mayor (or chairman or vice-chairman in respect of other bodies' meetings, or where there is no designated vice-chairman of the body), the proper officer shall call on a member of the Council to move that another member of the Council be named to take the chair. If discussion arises on that motion, the proper officer shall exercise the powers of the person presiding to regulate that discussion and to maintain order at the meeting. The motion and any amendments will be put to the meeting in accordance with procedures.

8. Duration of the meeting

The meeting shall continue for three hours or until 9.30pm, whichever is sooner, unless the majority of members present vote for the meeting to continue. Remaining business will be considered at a time and date fixed by the chairman, or at the next ordinary meeting if the chairman does not fix a date. If members vote to continue the meeting, a further vote must be taken at hourly intervals or at the expiry of the time proposed, whichever is the shorter.

9. Quorum

The quorum of a meeting will be one quarter of the whole number of voting members or three voting members (whichever is greater). During any meeting, if the chairman or proper officer declares there is not a quorum present, the meeting will adjourn immediately for fifteen minutes. If, after fifteen minutes, the meeting remains inquorate, it shall stand adjourned to a time and date fixed by the chairman, at which the remaining business will be considered, or at the next ordinary meeting if the chairman does not fix a date.

10. Appointment of substitute members

10.1 Powers and duties

Substitute members will have all the powers and duties of any ordinary member of the body but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

10.2 Substitute members may attend meetings in that capacity only:

- To take the place of the ordinary member for whom they are the designated substitute for that meeting
- Where the ordinary member will be absent for the whole of the meeting
- After notifying the Democratic Services Officer via email by 4.30pm on the day of the meeting of the intended substitution (or at least two hours before the meeting, if the meeting is earlier than 6.00pm).

If the ordinary member is not absent for the whole of the meeting, the substitute member may not attend in that capacity. This does not take away that member's right to attend in any other capacity.

10.3 All members who are not members of the Executive will, subject to the remainder of this rule, be deemed to have been appointed at the annual meeting each year as substitute members for any other member of their political group on all bodies and working groups with the exception of the following:

- There will be no substitutes appointed to the Executive. Executive members may substitute on other bodies or working groups where Executive members are not excluded from membership
- Only members appointed to the pool of Appeals Panel members may act as substitutes at any Appeals Panel
- Only members of the Licensing Committee may act sit on or act as substitutes at any licensing hearing
- Annual Council will agree a list of substitutes for the Planning Committee.

11. Right to attend meetings

11.1 Any member may be present at a meeting of the Executive, overview & scrutiny bodies or any committee except for the Appeals Panel, but unless a member or substitute member of that body, will not be entitled to vote on any matter nor (except with permission of the person presiding) take part in discussion on any matter.

11.2 A member who moved a motion or submitted a petition which has been referred to any such body will be allowed to attend the meeting at which the motion or petition is to be considered and will have the opportunity to explain it.

11.3 These rights to attend and/or participate are subject to the overriding requirements of this constitution and in particular to the Code of Conduct.

12. Questions by the public

12.1 General

Members of the public may ask questions

- Of the Leader or relevant member of the Executive at meetings of the Executive
- Of the chairman of the Scrutiny Commission or Finance & Performance Scrutiny at meetings of these bodies
- Of the chairman of any committee or sub-committee at any meeting of that body.

12.2 Notice of questions by the public

A question may only be asked if notice has been given by delivering it in writing or by email to the Democratic Services Officer no later than midday five working days before the day of the meeting. Each question must give the name and address of the questioner and must clearly identify the member to whom it is to be put.

12.3 Number of questions by a member of the public or an organisation

At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of any one organisation.

12.4 Scope of questions by the public

The Democratic Services Officer may reject a proposed 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 or motion which has, in the past six months, been put at a meeting of the Executive, an overview & scrutiny body, any committee or sub-committee
- Discloses or requires the disclosure of confidential or exempt information
- Relates to a planning application or any matter of a personal nature
- Discloses no question.

12.5 Record of questions by the public

On receipt of the question, the Democratic Services Officer will send a copy to the member to whom it is to be put and will publish a copy as part of the supplementary agenda for the meeting. Any rejected questions will include reasons for rejection. The question and response will be included in the record of the meeting and will be available on the council's website as part of the minutes or in any other format on request.

12.6 Order of questions by the public

Questions will be asked in the order that notice of them was received, except where similar questions may be grouped together.

12.7 Asking the question at the meeting

The chairman of the meeting will invite the questioner to put the question to the member named in the notice and a response will be provided. If a questioner who has submitted a written question is unable to be present, they may ask the chairman to put the question on their behalf. The chairman may agree to ask the question on the questioner's behalf and indicate that a written reply will be provided or decide that the question will not be dealt with.

12.8 Response to questions by the public

An answer may take the form of

- A direct verbal answer
- A reference to a publication where the requested information is already available
- A written answer circulated to the questioner as soon as is reasonably practicable.

Any question which cannot be dealt with during public question time, either because of lack of time or because of non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

12.9 Supplementary question by the public

A member of the public asking a question may ask one supplementary question without notice to the member to whom the question was asked. The supplementary question must arise directly out of the original question or the reply. The response may be provided in accordance with rule 12.8 above.

12.10 Time for questions by the public

The time period allowed for putting questions shall be fifteen minutes in total, but may be extended if a majority of members present agree.

13. Petitions by the public

Petitions received from members of the public will be dealt with in accordance with the petitions scheme.

14. Questions by members

14.1 Questions on notice at Council

A member may, at a meeting of Council, ask the Mayor, the relevant Executive member or the Leader or the chairman of an overview & scrutiny body or any committee or sub-committee a question on any matter in relation to which the council has powers or duties or which affects the borough.

14.2 Questions on notice at committees or sub-committees

A member of a committee or sub-committee may ask the chairman of that body a question on any matter in relation to which the council has powers or duties or which affects the borough of Hinckley & Bosworth, and which falls into the terms of reference of that committee or sub-committee.

14.3 Notice of questions

A member may only ask a question if either

- Notice has been given by delivery in writing or by email to the Democratic Services Officer no later than midday five clear working days before the day of the meeting
- The question relates to urgent matters and the questioner has the consent of the chairman, the Director (Corporate Services) and of the person to whom the question is to be put and the content of the question is delivered in writing or by email to the Democratic Services Officer by 12pm on the day of the meeting (or at least four hours before the meeting, if the meeting starts before 2.30pm).

Each question must give the name of the questioner and must clearly identify the member to whom it is to be put.

14.4 Number of questions

At one meeting, no member may ask more than three questions (excluding supplementary questions).

14.5 Scope of questions

The Democratic Services Officer may reject a proposed 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 or motion which has, in the past six months, been put at a meeting of Council or any other council body
- Relates to a planning application or any matter of a personal nature
- Discloses no question.

Any question which discloses or requires the disclosure of confidential or exempt information will be placed on the agenda as the first item of the private part of the agenda.

14.6 Record of questions

The Democratic Services Officer will send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members present at the meeting and will be made available to the public attending the meeting. The question and response will be included in the record of the meeting.

14.7 Order of questions

Questions will be asked in the order they were received, except where similar questions may be grouped together.

14.8 Asking the question at the meeting

The chairman of the meeting will invite the questioner to put the question to the member named in the notice. If a member who has submitted a written question is unable to be present, they may ask the chairman to put the question on their behalf. The chairman may ask the question on the member's behalf and indicate that a written response will be provided, or may decide that the question will not be dealt with.

14.9 Response to the question

A response may take the form of

- A direct verbal answer
- A reference to a publication where the requested information is already available
- A written answer circulated to the questioner as soon as is reasonably practicable.

14.10 Reference of a question to the Executive or other council body

Any member may move that a matter raised by a question be referred to the Executive, overview & scrutiny body or other body. Once seconded, such a motion will be voted on without discussion.

14.11 Supplementary question

A member asking a question may ask one supplementary question for each question raised, without notice, of the member to whom the original question was asked. The supplementary question must arise directly out of the original question or the reply and must pose a question.

15. Petitions from members

At any meeting, a member may present a petition, signed by persons other than members of the council, which is relevant to some matter for which the local authority has a responsibility or which affects the borough.

- 15.1 To be deemed appropriate for consideration, any petition presented should have a minimum of 20 signatures of people living and eligible to vote within the borough.
- 15.2 A member wishing to present a petition shall give notice of their intention to do so to the Democratic Services Officer at least 24 hours before the beginning of the meeting at which it is to be presented.
- 15.3 A petition which contains the necessary signatures should be presented to the next available meeting of Council, the Executive or other body.
- 15.4 On receipt of the petition, the body to which it is to be presented (after an explanation by the petitioners of no more than three minutes and without debate), the Democratic Services Officer will refer the petition to the relevant manager for consideration.
- 15.5 Members will be informed of action taken in response to petitions or, if the matter has been referred to another council body, by the minutes of the appropriate meeting.

16. Position statements

16.1 A position statement may be presented to each ordinary meeting of the Council by the Leader in such form as the person presenting the statement may determine and should not exceed ten minutes.

16.2 A position statement may be followed by a question or comment on that statement by the opposition group leader, followed by an individual member, to be called from political groups alternately. No motion or amendment shall be moved during that discussion.

16.3 The total discussion on any position statement shall not exceed twenty minutes, but the Mayor may permit an extension of such length considered appropriate.

17. Motions on notice

17.1 Notice

Except for motions which can be moved without notice in accordance with the relevant procedure rule, written notice of every motion or other item of business raised by a member must be delivered to the Democratic Services Officer no later than 12pm seven clear working days before the date of the meeting. The notice must be sent by the proposer and give the name of the seconder. No member may give notice of more than three motions or questions in total for consideration at any meeting of Council. All motions received will be published in the agenda in the order they were received and recorded in the minutes of the meeting.

17.2 Scope of motions on notice

Motions and items must be about matters for which the council has a responsibility or which affects directly or indirectly residents or businesses in the borough. The Democratic Services Officer may reject a proposed motion 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 motion which has, in the past six months, been put at a meeting of Council or any other council body
- Relates to a planning application or any matter of a personal nature.

17.3 Amendments to printed motions

Amendments must be notified to the Democratic Services Officer by 4.30pm on the day of the meeting.

18. Motions without notice

18.1 The following motions may be moved without notice:

- To appoint a chairman of the meeting

- To challenge the accuracy of the minutes
- To change the order of the business on the agenda
- To refer something to an appropriate body or individual
- To appoint a committee or member arising from an item on the agenda
- To receive reports and/or adopt recommendations of bodies or officers and any resolutions following on from them
- To withdraw a motion
- To amend a motion
- To proceed to the next business with the consent of two-thirds of those present
- That the question be now put with the consent of two-thirds of those present
- To adjourn a debate
- To adjourn a meeting
- That a meeting which has lasted for 3 hours or until 9.30pm (whichever is sooner) be allowed to continue, or that a meeting that has already been allowed to continue in this way be further extended
- To suspend a particular council procedure rule
- To exclude the public and press in accordance with the access to information rules
- To not hear further a member named or to exclude them from the meeting under the relevant procedure rules
- To give the consent of Council where its consent is required by this constitution.

19. Rules of debate

19.1 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.

19.2 Right to require motion in writing

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

19.3 Secunder's speech

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

19.4 Content and length of speeches

Speeches must be directed to the motion under discussion or to a personal explanation or point of order. Except with the consent of the Council (signified without comment), the proposer of a motion may not speak for more than five minutes and no other speaker may speak for more than five minutes, although the nominated spokesperson for any opposition group may speak for a period not exceeding fifteen minutes on the adoption of the budget.

19.5 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 (and for no more than three minutes)

- To speak once on an amendment moved by another member
- To move a further amendment if the motion has been amended since he/she last spoke
- 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)
- In exercise of a right of reply
- On a point of order
- By way of personal explanation.

19.6 Amendments to motions

An amendment to a motion must be relevant to the motion and will either be to refer the matter to an appropriate body or individual for consideration or reconsideration or to leave out words and/or insert or add other words, as long as the effect does not constitute a complete rewording of the original motion or negate the motion – unless permission is given by the mover of the original motion.

Significant amendments to a written / printed motion must be notified to the Democratic Services Officer by 4.30pm on the day of the meeting. This does not prevent amendments being proposed in the course of normal debate.

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.

If an amendment is not carried, other amendments to the original motion may be moved.

If an amendment is carried, the motion as amended takes the place of the original motion and becomes the substantive motion to which any further amendments are moved.

After an amendment has been carried, the chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

19.7 Alteration of motion by the mover of the motion

A member may alter a motion of which he/she has given notice (but not yet moved) with the consent of the meeting, which will be signified without discussion.

A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder, which will be signified without discussion.

Only alterations which could be made as an amendment may be made.

19.8 Withdrawal of motion by the mover of the motion

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

19.9 Right of reply

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.

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.

The mover of the amendment has no right of reply to the debate on his or her amendment.

19.10 Motions which may be moved during debate

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

- To withdraw a motion
- To amend a motion
- To proceed to the next business with the consent of two-thirds of those present
- That the question be now put with the consent of two-thirds of those present
- To adjourn a debate
- To adjourn a meeting
- That a meeting which has lasted for three hours or which has continued until 9.30pm (whichever is sooner) be allowed to continue, or that a meeting which has already been allowed to continue in this way should be further extended
- To exclude the public and press in accordance with the access to information rules
- To not hear further a member named or to exclude them from the meeting under the relevant procedure rules.

19.11 Closure motions

A member may move, without comment, the following motions at the end of a speech of another member:

- To proceed to the next business
- That the question be now put
- To adjourn a debate
- To adjourn a meeting

If a motion to proceed to next business is seconded and the chairman thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

If a motion that the question be now put is seconded and the chairman 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.

If a motion to adjourn the debate or adjourn the meeting is seconded and the chairman 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.

19.12 Point of order

A member may raise a point of order at any time. The chairman will hear them immediately. A point of order may only relate to an alleged breach of these procedure rules 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 chairman on the matter will be final.

19.13 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 chairman on the admissibility of a personal explanation will be final.

20. Council forum debates

20.1 Calling of council forum debate

From time to time a council forum debate may be arranged on an agreed topic. The topic will be agreed by Council or by the Democratic Services Officer in consultation with the Mayor and group leaders at least eight weeks in advance of the meeting.

20.2 Form of council forum debates

The council forum debates will be in the form agreed by the Democratic Services Officer after consultation with the Mayor and group leaders, with the aim of enabling the widest possible publicity and councillor participation. This may include holding workshops and other events prior to or during the council forum debate.

20.3 Chairing of council forum debates

The debates will be chaired by the Mayor or, in his/her absence, the Deputy Mayor.

20.4 Results of council forum debates

The results of the debate will be disseminated as widely as possible within the community and to agencies and organisations in the area and taken into account in considering the budget and policy framework.

20.5 Application of council procedure rules to council forum debates

As council forum debates are not decision-making, not all procedure rules apply. The Democratic Services Officer will inform members of which rules apply when the form of the debate has been agreed.

21. Previous decisions and motions

21.1 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 a quarter of the full number of members of the body, or three members (whichever is greater). Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

21.2 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 a quarter of the full number of members of the body, or three members (whichever is greater). Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

22. Voting

22.1 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.

22.2 Chairman's casting vote

If there are equal numbers of votes for and against, the chairman will have a second or casting vote. There will be no restriction on how the chairman chooses to exercise a casting vote. In the event that the chairman declines to exercise a second or casting vote, the motion is defeated, having failed to obtain the support of the majority of those present and voting.

22.3 Means of voting

Unless a ballot or recorded vote is demanded, the chairman will take the vote by show of hands or by electronic means, if available, or if there is no dissent, by the affirmation of the meeting.

22.4 Recorded vote

If, before a vote is taken on any question, the relevant number of members call for the voting on that question to be recorded, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. The relevant number of members is five in respect of Council and three in the case of any other meeting.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, decisions made at a “budget decision meeting” must be recorded. A “budget decision meeting” is defined as an item where a calculation is made or precept issued.

Where a decision is likely to be taken contrary to the officer’s recommendation in Planning Committee, the Head of Planning and Development or his/her nominee may request a recorded vote.

22.5 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.

22.6 Voting on appointments

If there are more than two people nominated for any position to be filled, the names of all those nominated shall be put to the meeting in alphabetical order of surname. Those entitled to vote shall vote for only one person. If 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.

23. Minutes

23.1 Signing the minutes

The chairman will sign the minutes of the proceedings at the next ordinary meeting upon them being moved, seconded and approved. The only part of the minutes that can be discussed is their accuracy. There is to be no ‘matters arising’. Minutes are not signed at an extraordinary meeting but held over until the next ordinary business meeting.

23.2 Form of minutes

Minutes will contain all motions and amendments in the form and order in which the chairman put them.

24. Record of attendance

All members present during the whole or part of a meeting will be recorded as present in the minutes. Where members arrive after the start of the meeting or leave before the end, the times of this will be recorded in the minutes. Temporary absence from the meeting will be recorded if the member was absent when a vote was taken.

25. Exclusion of public

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in this constitution or where there is disturbance by the public as specified later in this section.

26. Members' conduct

26.1 Permission to speak

When a member speaks they must address the meeting through the chairman. If more than one member offers to speak, the chairman will ask one to speak and the others must remain silent. Other members must remain silent whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

26.2 Mayor standing (Council only)

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

26.3 Member not to be heard further

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

26.4 Member to leave the meeting

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

26.5 Other legal powers

The powers conferred by this rule are in addition to any other powers legally available.

27. Disturbance by the public

27.1 Removal of member of the public

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

27.2 Clearance of part of meeting room

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

27.3 General disturbance

If there is a general disturbance making orderly business impossible, the chairman may adjourn the meeting for as long as he/she thinks necessary and may reconvene the meeting at a different location if he/she thinks necessary.

27.4 Other legal powers

The powers conferred by this rule are in addition to any other powers legally available.