

## PART 4

### STANDING ORDERS

### CONTENTS

			<b>Page</b>
<b>Introduction</b>			1
<b>Definitions</b>			1
<b>Part 1</b>	<b>Council: Meetings and Procedures</b>		
	Meetings	SO 1 - 5	3
	Order of Business (incl. appointment of Leader, Deputy Leader, Cabinet Members, Chairmen & Vice-Chairmen)	SO 6	4
	Minutes	SO 7	5
	Reports of the Cabinet and Committees	SO 8	6
	Member Statements	SO 9	8
	Questions	SO 10	8
	Original Motions	SO 11 - 13	10-11
	Motions to rescind or amend resolutions	SO 14	12
	Rules of Debate	SO 15	12
	Right to Speak/Relevance	SO 16	12
	Points of Order	SO 17	13
	Length of Speeches/closure of debate	SO 18	13
	Closure of debate	SO19	14
	Procedure for Motions and Amendments	SO 20 - 21	14
	Motions relating to personal nominations	SO 22	15
	Procedural Motions	SO 23 - 26	15-16
	Suspension of Standing Orders	SO 27	17
	Voting	SO 28	17
	Interests of Members	SO 29	18
	Attendance of Members	SO 30	18
<b>Part 2</b>	<b>Constitution and Appointment of Cabinet and Committees</b>		
	Constitution of Cabinet	SO 31	19

	Constitution of Committees	SO 32	19
	Co-opted Members	SO 33	20
	Ex-Officio Attendance	SO 34	20
	Cabinet Members	SO 35	20
	Appointment of Committees	SO 36	20
	Membership of Committees	SO 37	21
	Chairmen and Vice-Chairmen	SO 38	21
	Committees' term of office	SO 39	21
	Substitutes	SO 40 - 41	22
	Appointment of Political Assistants	SO 42	23
	Member Champions	SO 43	24
<b>Part 3</b>	<b>Cabinet and Committees: Meetings and Procedure</b>		
	Notice of Meeting	SO 44	25
	Special Meetings	SO 45	25
	Confidentiality	SO 46	25
	Questions to Cabinet and Committees	SO 47	26
	Quorum	SO 48	26
	Right to Speak/Relevance	SO 49 - 50	27
	Points of Order	SO 51	27
	Length of Speeches	SO 52	27
	Closure of debate	SO 53	28
	Procedure for Motions	SO 54	28
	Amendments	SO 55	29
	Motions relating to personal nominations	SO 56	29
	Procedural Motions	SO 57	29
	Interruptions and Disorderly Conduct	SO 58 – 59	30
	Voting	SO 60	30
	Interests of Members	SO 61 - 62	31
	Attendance of Members	SO 63	31
	Minutes	SO 64	31
	Public Participation in Cabinet/Committee Business	SO 65 - 67	32
	Public Participation in Local Committee Business	SO 68 - 69	34
<b>Part 4</b>	<b>Proceedings and Business</b>	<b>SO 70 - 79</b>	<b>37</b>
	Approval of plans, strategies and budget		
<b>Part 5</b>	<b>Appointment and Dismissal of Staff</b>	<b>SO 80 - 90</b>	<b>40</b>
<b>Part 6</b>	<b>Authentication of Documents</b>	<b>SO 91 - 94</b>	<b>44</b>