

## PART 4

### STANDING ORDERS

### CONTENTS

			Page
<b>Introduction</b>			1
<b>Definitions</b>			1
<b>Part 1 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	9
	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	SO 19	15
	Procedure for Motions and Amendments	SO 20 - 21	15
	Motions relating to personal nominations	SO 22	16
	Procedural Motions	SO 23 - 26	16-17
	Voting	SO 28	18
	Interests of Members	SO 29	19
	Attendance of Members	SO 30	19
	Petitions	SO 31	19
<b>Part 2 Constitution and Appointment of Cabinet and Committees</b>			
	Constitution of Cabinet	SO 32	19
	Constitution of Committees	SO 33	19
	Co-opted Members	SO 34	22

	Ex-Officio Attendance	SO 35	23
	Cabinet Members	SO 36	23
	Appointment of Committees	SO 37	23
	Membership of Committees	SO 38	24
	Chairmen and Vice-Chairmen	SO 39	24
	Committees' term of office	SO 40	25
	Substitutes	SO 41 - 42	25-26
	Appointment of Political Assistants	SO 43	26
<b>Part 3</b>	<b>Cabinet and Committees: Meetings and Procedure</b>		
	Notice of Meeting	SO 44	28
	Special Meetings	SO 45	28
	Confidentiality	SO 46	28
	How Cabinet and Cabinet Member meetings are conducted	SO 47 - 59	29-33
	Record of Decisions	SO 60 - 63	33
	Procedures prior to private meetings	SO 64 - 66	35
	Procedures prior to public meetings	SO 67	36
	Questions to Cabinet and Committees	SO 68	36
	Quorum	SO 69	37
	Right to Speak/Relevance	SO 70 - 71	37-38
	Points of Order	SO 72	38
	Length of Speeches	SO 73	38
	Closure of debate	SO 74	39
	Procedure for Motions	SO 75	39
	Amendments	SO 76	39
	Motions relating to personal nominations	SO 77	40
	Procedural Motions	SO 78	40
	Interruptions and Disorderly Conduct	SO 79	40
	Voting	SO 80	41
	Interests of Members	SO 81	41
	Attendance of Members	SO 82	41
	Minutes	SO 83	42
	Public Participation in Cabinet/Committee Business	SO 84 - 86	42-44
	Public Participation in Local Committee Business	SO 87 - 88	45-46
<b>Part 4</b>	<b>Budget and Policy Framework</b>		
	Framework for Executive Decisions	SO 89	48
	Process for developing the budget and policy framework	SO 90 - 93	48
	Decisions outside the budget and policy framework	SO 93 - 94	48-49
	Urgent decisions outside the budget and policy framework	SO 95 - 97	49
	Virement	SO 98 - 101	49-50

	In year changes to policy framework	SO 102	50
	Call-in of decisions outside the budget and policy framework	SO 103 - 105	50-51
	Call-in of local committee decisions by the Cabinet	SO 106 - 111	51-52
	<b>SCRUTINY PROCEDURES</b>		
	Attendance by witnesses	SO 112 - 115	52-53
	Attendance by others	SO 116	53
	Call in	SO 117 - 126	53-54
	Exception	SO 127	54-55
	Member referral of matters to select committee	SO 128 - 131	55
	Reports from select committees	SO 132 - 134	55
	Budget and policy framework decisions by Council	SO 135 - 145	55-58
<b>Part 5</b>	<b>Appointment and Dismissal of Staff</b>	SO 146 - 155	59-63
<b>Part 6</b>	<b>Authentication of Documents</b>	SO 156 - 159	64