

PART 4

STANDING ORDERS

CONTENTS

			Page
Introduction			1
Definitions			1
Part 1	Council: Meetings and Procedures		
	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	6
	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	13
	Right to Speak/Relevance	SO 16	13
	Points of Order	SO 17	13
	Length of Speeches/closure of debate	SO 18	14
	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 – 27.3	16-18
	Suspension of Standing Orders	SO 27.4	18
	Voting	SO 28	19
	Interests of Members	SO 29	19
	Attendance of Members	SO 30	19
	Petitions	SO 31	20
Part 2	Constitution and Appointment of Cabinet and Committees		
	Constitution of Cabinet	SO 32	21
	Constitution of Committees	SO 33	21

	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	23
	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
Part 3	Cabinet and Committees: Meetings and Procedure		
	Notice of Meeting	SO 44	27
	Special Meetings	SO 45	27
	Confidentiality	SO 46	27
	How Cabinet and Cabinet Member meetings are conducted	SO 47 - 59	28-32
	Record of Decisions	SO 60 - 63	32
	Procedures prior to private meetings	SO 64 - 66	34
	Procedures prior to public meetings	SO 67	35
	Questions to Cabinet and Committees	SO 68	35
	Quorum	SO 69	36
	Right to Speak/Relevance	SO 70 - 71	36-37
	Points of Order	SO 72	37
	Length of Speeches	SO 73	37
	Closure of debate	SO 74	37
	Procedure for Motions	SO 75	37
	Amendments	SO 76	38
	Motions relating to personal nominations	SO 77	39
	Procedural Motions	SO 78	39
	Interruptions and Disorderly Conduct	SO 79	39
	Voting	SO 80	40
	Interests of Members	SO 81	40
	Attendance of Members	SO 82	40
	Minutes	SO 83	40
	Public Participation in Cabinet/Committee Business	SO 84 - 86	41-43
Part 4	Budget and Policy Framework		
	Framework for Executive Decisions	SO 89	44
	Process for developing the budget and policy framework	SO 90 - 93	44
	Decisions outside the budget and policy framework	SO 93 - 94	44-45
	Urgent decisions outside the budget and policy framework	SO 95 - 97	45
	Virement	SO 98 - 101	45
	In year changes to policy framework	SO 102	46

	Call-in of decisions outside the budget and policy framework	SO 103 - 105	46
	SCRUTINY PROCEDURES		
	Attendance by witnesses	SO 112 - 115	48
	Attendance by others	SO 116	49
	Call in	SO 117 - 126	49
	Exception	SO 127	50
	Member referral of matters to select committee	SO 128 - 131	50-51
	Reports from select committees	SO 132 - 134	51
	Budget and policy framework decisions by Council	SO 135 - 145	51-54
Part 5	Appointment and Dismissal of Staff	SO 146 - 155	55-59
Part 6	Authentication of Documents	SO 156 - 159	60