

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 |