

**COUNCIL MEETING PROCEDURE RULES
PROPOSED CHANGES (DECEMBER 2017)**

Issue	Current rules	Proposed change	Rule number	Agree? Y/N	Comments
Tributes / Recognitions	Allow the meeting to receive any announcements from the Chair or Leader (Rule 3(vii))	<p>Rule to provide that tributes / recognitions will be received as follows:</p> <ul style="list-style-type: none"> • Death of sitting Councillors - LM discretion to invite group leaders or another nominated speaker from Party Groups and Independent Member/s to give tributes; • Death of a past Lord Mayor –LM to announce and pay tribute • Death of former Councillor – LM to report only. <p>LM to have discretion to announce a one minute silence.</p>	Rule 26A (new rule)		
Notices of Motion - Number of motions	Maximum of 20 Motions per municipal year (Rule 22(e))	<p>To introduce a limit of 2* Ordinary Motions per meeting (at meetings where Ordinary Motions may be considered, ie. excluding the Budget Council and Annual Council meetings); with a consequential reduction to 14* Motions per municipal year (we currently have 7 Ordinary Council meetings per year, excluding Annual and Budget Council meetings).</p> <p>*Above limits to exclude urgent motions and motions at any Extraordinary</p>	Rule 22(e) (and 4(e)) amended		

		Council meetings (as applies to current limit)			
- Allocation	Proportional allocation agreed by group leaders, with a minimum of 2 Motions for any political group recognised by the Council (and annual limit may be increased to accommodate this) Rule 22(f)	Cabinet Green Papers debated at Council to be deducted from the leading group's allocation of Motions	Rule 22(f) amended		NB. Proportional allocation of 14 NoMs would give: Lab – 7* (currently 10) Con – 4 (currently 5) Lib Dem – 2 (currently 3) Plaid – 2 (no change) TOTAL: 15 *Minus the number of Cabinet Green Papers
- Amendments	Must be relevant to the motion and will be to leave out and or add / insert words (Rule 22(p))	To rule out 'wrecking amendments' ie. those which negate the original motion	Rule 22(p) amended		
- Cabinet response	No express provision for Cabinet member to speak in debate on Motion	New rule to give the relevant Cabinet member a right to reply to a Motion (as amended if applicable) and, subject to the agreement of the Motion Proposer and Seconder to move that the vote on the Motion (as amended if applicable) be adjourned to the next meeting (to allow time for the Cabinet to consider/address the matter); with provision for withdrawal of the Motion from the subsequent meeting if the Motion Proposer and Seconder are in agreement	Rule 22(t)(iv) added		
Cabinet Statements	Rules provide for statements to be received from the Leader	New rule that Statements are to be circulated with the Agenda	Rule 6(c) amended		

	and Cabinet members at the meeting				
Oral Questions - Allocation	Each political group is allocated 3 questions plus a proportional allocation of a further 15 questions; and independent members are allocated 1 question (Rule 17(c))	Remove Cabinet members (10) and Assistants to Cabinet Members (4) from calculation of leading group's proportional allocation	Rule 17(c)(ii) amended		Effect would be to change allocations as follows: Lab - 9 (currently 11) Con – 8 (currently 7) Lib Dem – 6 (currently 5) Plaid - 4 (no change) and Ind – 1 (no change) TOTAL: 28 Questions (no change)
- Second Supplementary	Rules allow one further supplementary to be asked by another Member (who is not a member of the same political group as the Member who asked the question) who is allowed 1 minute to ask the further supplementary question (and receive a 1 minute response) – Rule 17(d)	Remove provision for second supplementary question	Rule 17(d) amended		
- Composite Answers	Provision exists for composite answers to written questions (Rule 17(f)) but not oral questions.	To extend the provision for composite answers to oral questions which are closely related or on same subject matter, whenever appropriate (but retaining opportunity for supplementary questions from each questioner)	Rule 19(c) added		

Speakers in debates	No general provision or requirement for groups to nominate speakers	General rule to allow groups to notify the Chair of their speaker priorities (if they wish to do so) and for the Chair to call speakers in the prioritised order, without prejudice to the Chair's discretion.	Rule 27(i) added		
Timings	<p>Rules currently provide:</p> <ul style="list-style-type: none"> - agenda and timings to be agreed in advance by Chair with Leader (Rule 1(a)) - Oral Questions maximum 90 minutes (Rule 17(d)) 	<p>New Rule to provide that the time limits on agenda items can only be extended at the Chair's discretion; and</p> <p>To insert time limits applied currently as a matter of practice, as follows:</p> <ul style="list-style-type: none"> - Cabinet statements – 45 minutes maximum for questions on statements; and - - Ordinary Motions – 30 minutes maximum if no amendments; 45 minutes maximum if there are one or more amendments. 	<p>Rule 1(a) amended and sub-para (aa) added</p> <p>New Rule 16(a)(iii)</p> <p>New Rule 22(dd)</p>		