## COUNCIL MEETING PROCEDURE RULES PROPOSED CHANGES (JANUARY 2018)

| Issue                                 | Current rules   | Proposed change   | Rule<br>number  | Notes  |
|---------------------------------------|---|---|---|--|
| Tributes /<br>Recognitions            | Allow the meeting to receive any announcements from the Chair or Leader (Rule 3(vii)) | <ul> <li>Rule to provide that tributes / recognitions will be received as follows:         <ul> <li>Death of sitting Councillors - LM discretion to invite group leaders or another nominated speaker from Party Groups and Independent Member/s to give tributes;</li> <li>Death of a past Lord Mayor –LM to announce and pay tribute</li> <li>Death of former Councillor – LM to report only.</li> </ul> </li> <li>LM to have discretion to announce a one minute silence.</li> </ul>   | Rule 26A<br>(new rule)                                    |  |
| Ordinary Motions  • Number of Motions | Maximum of 20<br>Motions per<br>municipal year (Rule<br>22(e))                        | <ul> <li>To replace the annual limit with a limit of 2*         Ordinary Motions per meeting (at meetings where Ordinary Motions may be considered, i.e. excluding the Budget Council and Annual Council meetings).</li> <li>*Excluding urgent motions and motions at any Extraordinary Council meetings (as under current rules)</li> <li>Also, to provide that if more than 2 Motions are submitted, the Lord Mayor shall decide which Motions are to be taken, following consultation with party groups. Factors to be considered in selecting Motions shall include the urgency of the Motion (whether it may reasonably be taken at a later meeting); any</li> </ul> | Rule 22(e)<br>(and 4(e))<br>amended<br>New Rule<br>22(fg) | This would mean 14* Motions per municipal year based on the current calendar of 7 ordinary Council meetings.  Also, a consequential amendment of the reference to the annual limit (in Rule 22(f) regarding allocation of Motions), which has been replaced with reference to the proposed new limit for each Council meeting. |

| Ordinary Motions  • 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) | policy, budget or other significance to the Council; and the number of Motions from the relevant group which have already been considered by full Council during that municipal year. The Lord Mayor's decision shall be final.  • Cabinet Green Papers debated at Council to be deducted from the leading group's allocation of Motions  • Remove Cabinet Members (10) and Assistants to Cabinet Members (4) from the calculation of political proportionality  • Reduce minimum number of Motions for any recognised political group to 1 | Rule 22(f)<br>amended | The proportional allocation of 14 Ordinary Motions under the proposed new rules would give:  Lab – 6* (currently 10) Con – 5 (no change) Lib Dem – 2 (currently 3) Plaid – 1 (currently 2) TOTAL: 14  *Minus the number of Cabinet Green Papers |
|--------------------------------|--|---|-----------------------|---|
| Submission dates               | Current deadline is<br>5pm on the Tuesday<br>of the week before<br>Council (assuming no<br>public holidays) –<br>Rule 22(b)  | To introduce a new 'Submission Period' for Ordinary Motions – from 9am on the third Monday before the Council meeting until 5pm on the Friday of that week (the second Friday before Council) – to allow time for party groups to agree the selection of Motions if there are more than the maximum number (of 2) for a particular Council meeting.   | Rule 22(b)<br>amended |   |
| Amendments                     | Must be relevant to<br>the motion and will<br>be to leave out and<br>or add / insert words<br>(Rule 22(p))   | To rule out 'wrecking amendments' ie. those which negate the original motion  | Rule 22(p)<br>amended |   |

| Ordinary Motions   | No express rule to allow<br>Cabinet members to<br>speak in debate on<br>Motions                               | <ul> <li>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 be adjourned to the next meeting - To allow an opportunity for the Cabinet to consider/address the matter).</li> <li>If the vote on the Motion is adjourned, the Motion Proposer and Seconder may subsequently agree to withdraw it, in which case, the Cabinet member shall report on any action taken or agreed in the Cabinet member's Statement at the next Council meeting.</li> <li>If not withdrawn, the next Council meeting will vote on the Motion, as proposed by the Proposer and Seconder at the previous meeting, without further discussion.</li> </ul> | Rule<br>22(t)(iv)<br>added | The vote on the adjourned Motion shall not count for purposes of the limit of 2 Motions per meeting, and this is clarified in the proposed new rule, for the avoidance of any doubt. |
|--------------------|---|---|----------------------------|--|
| Cabinet Statements | Rules provide for<br>statements to be<br>received from the<br>Leader and Cabinet<br>members at the<br>meeting | New rule that Statements are to be circulated with the Agenda   | Rule 6(c)<br>amended       |  |

| 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))   | <ul> <li>Remove Cabinet members (10) and Assistants to Cabinet Members (4) from calculation of proportional allocation.</li> <li>Also, to provide that allocations will be reviewed annually (as under the current rules on allocation of Motions).</li> </ul> | Rule<br>17(c)(ii)<br>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)<br>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)<br>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)<br>added          |  |

| Timings | Rules currently provide:   | New Rule to provide that the time limits on   | Rule 1(a)              |
|---------|--|---|------------------------|
|         | <ul> <li>agenda and</li> </ul>   | agenda items can only be extended at the  | amended                |
|         | timings to be  | Chair's discretion; and   | and sub-               |
|         | agreed in  |   | para (aa)              |
|         | advance by   |   | added                  |
|         | Chair with<br>Leader (Rule<br>1(a))  | To insert time limits applied currently as a matter of practice, as follows:  |                        |
|         | <ul> <li>Oral Questions<br/>maximum 90<br/>minutes (Rule<br/>17(d))</li> </ul> | <ul> <li>Cabinet statements – 45 minutes<br/>maximum for questions on<br/>statements; and</li> </ul>  | New Rule<br>16(a)(iii) |
|         |  | <ul> <li>Ordinary Motions – 30 minutes     maximum if no amendments; 45     minutes maximum if there are one or     more amendments.</li> </ul> | New Rule<br>22(dd)     |