

## **PART 4 – RULES OF PROCEDURE**

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### **APPOINTMENT OF SUBSTITUTE MEMBERS PROCEDURE RULES**

- (a) A member of a committee who is unable to attend a committee meeting may submit a request to the Head of Democratic Services to appoint a substitute Member, provided that the substitute Member is from the same political group.
- (b) A request to appoint a substitute Member must:
- (i) State the name of the Member making the request and the name of the proposed substitute Member;
  - (ii) Specify the committee meetings (including the dates of the meetings) which the substitute Member is to attend;
  - (iii) Explain the reasons why the substitution is required (having regard to paragraph (e) below);
  - (iv) Confirm the agreement of the proposed substitute Member to attend the specified committee meetings as a substitute; and
  - (v) Be received by the Head of Democratic Services by no later than 9am on the fourth working day before the day of the meeting.
- (c) A substitute Member must:
- (i) Be eligible for appointment to the committee under any other rules of the constitution or by law; and
  - (ii) for a regulatory or quasi judicial committee, have undertaken any current essential training in relevant procedures and the law, in line with the requirements of the committee's terms of reference.
- (d) Subject to compliance with this rule and provided he/she is satisfied that substitution is appropriate, the Monitoring Officer shall exercise his/her delegated authority to appoint a substitute in accordance with the request and arrange to notify the leader of the party group and the Chair of the committee of the substitution.
- (e) For the purposes of this procedure rule, substitution will only be appropriate when an appointed Member is unable to attend specified committee meetings over an extended period of time (a period covering more than one committee meeting) due to one (or more) of the following:
- (i) Unavoidable family or work commitments;
  - (ii) Serious illness;
  - (iii) Maternity, paternity or adoption leave;
  - (iv) Other Family Absence, approved under the Family Absence Procedure Rules;
  - (v) Caring responsibilities; or
  - (vi) Some other good reason.

- (f) A substitute Member may attend a committee meeting in that capacity only:
  - (i) To take the place of the ordinary Member for whom they are the designated substitute; and
  - (ii) Where the ordinary Member will be absent for the whole of the meeting.
- (g) The substitution shall last for the duration of the specified meeting/s, unless otherwise expressly requested and agreed by the Monitoring Officer.
- (h) A substitute Member attending a meeting must speak and vote in his or her own capacity, and is under the same obligations as any other Member in respect of declaring personal interests and complying with the Members' Code of Conduct and relevant procedure rules.
- (i) A substitute Member may not be appointed to:

the Cabinet or the Planning Committee (as confirmed in the Constitution, Article 7.4 (The Cabinet) and Planning Committee Procedure Rule 1.1B)
- (j) A substitute appointed under this procedure rule by the Monitoring Officer upon the request of a Committee Chair (or Deputy Chair) is to fulfil the role of Committee member only, and not to discharge the role of Chair (or Deputy Chair), unless they are elected or appointed to that role by full Council or the Committee.