

Part 4

Section 3

Procedure Rules which apply to the Council and Committees

For the purposes of this Section 3 references to Mayor will be read, where appropriate, as Leader or Chairman.

1. Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 Section 5 of this Constitution or paragraph 4 below.

2. Minutes

2.1 The Minutes must contain all Motions and amendments in the exact form and order that the Mayor put them.

2.2 The Council/Committee shall approve Minutes at the first available meeting. As soon as the Minutes of the last meeting have been read, or if they are to be taken as read, the Mayor shall move:

"that the Minutes of the meeting of the Council/Committee held on the day of xxxxx be signed as a true record."

2.3 Any question about the accuracy of Minutes must be raised by Motion unless it appears to be uncontentious and accepted by the Mayor without a formal Motion. As soon as any questions raised have been disposed of or, if no such question is raised, the Mayor shall sign the Minutes.

2.4 The Mayor will sign the Minutes of the proceedings at the next meeting unless it is an Extraordinary Meeting when the Minutes may be signed if they are available.

3. Misconduct

3.1 When speaking, Councillors shall direct their speech strictly to the Motion or other matter under discussion, or to a Motion or amendment to be proposed by them, or to a point of order or a point of personal explanation in accordance with the Rules of Procedure.

3.2 Whenever the Mayor stands during a debate, anyone then speaking or standing shall sit down and the Council shall be silent.

3.3 The Mayor may warn Councillors that their speech is irrelevant, repetitive, uses unbecoming language, or is a breach of order. The Mayor may direct that Councillor to stop speaking.

- 3.4 If the Mayor considers that any Councillor has persistently disregarded the ruling of the Mayor, or has behaved irregularly, improperly or offensively, or has wilfully obstructed the business of the Council then the Mayor may move:

"that the Councillor named be not further heard".

This Motion shall be immediately put to the vote without discussion.

- 3.5 If a resolution under 3.4 has been passed and that Councillor's misconduct continues, or if the Mayor otherwise considers that a Councillor's misconduct to be so serious that it justify the Councillor being required to withdraw from the Chamber immediately, the Mayor may move:

- (i) that the Councillor named leave the meeting immediately;

(which shall be put to the vote without discussion and if passed the Councillor shall leave the meeting); or

- (ii) that the meeting be adjourned for such time as the Mayor shall consider expedient.

(which shall be put to the vote without discussion)

- 3.6 If there is a general disturbance which in the opinion of the Mayor renders the proper transaction of business impossible, the Mayor, in addition to using any of the Mayor's other powers, may adjourn the meeting for such time as the mayor considers expedient.

4. Disturbance by members of the public

- 4.1 If members of the public interrupt the proceedings at any meeting, the Mayor may, after warning, order that the people concerned leave the meeting, or the Mayor may order that the part of the chamber open to the public is cleared.

- 4.2 No member of the public can display any banner, placard, poster or other similar item supporting, opposing or advertising any matter at the meeting. If they do, the Mayor will ask them to remove it from the room.

5. Photography, recording and/or broadcasting of meetings

- 5.1 Audio and Visual Recordings
Members of the public may film, audio-record, take photographs and use social media to report on meetings as they are taking place and the

Council will provide reasonable facilities to enable reporting to take place. Members of the public are requested to contact the Council in advance so that necessary arrangements may be made. Any person whose recording activities are disruptive to the meeting may be required by the chairman to stop recording and may be removed from the meeting.

- 5.2 Question Time at meetings of Full Council shall be recorded. The Head of Resource Management shall produce a transcript of the question time session.