

PART 4
RULES OF PROCEDURE

PREAMBLE

Unless otherwise specified, the following definitions shall apply:-

Definitions:

“clear day” and “working day” - in calculating clear days and working days, the day the document becomes available or must be received and the day on which the meeting is to be held are to be disregarded.

“signed by” - must be physically signed by the individual concerned or, alternatively, must have been sent from that individual's Knowsley e-mail address. Where more than one Member is involved, separate e-mails will be required from each Member.

COUNCIL PROCEDURE RULES

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

In a year when there is an ordinary election of councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the Annual Meeting will take place in March, April or May.

The Annual Meeting will:

- (i) elect a person to preside if the Mayor or Deputy Mayor of Council is not present;
- (ii) elect the Mayor of Council;
- (iii) elect the Deputy Mayor of Council;
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the Mayor and/or Chief Executive;
- (vi) elect the Leader of the Council;
- (vii) agree the number of Members to be appointed to the Cabinet and appoint those Members of the Cabinet;
- (viii) appoint at least one Scrutiny Committee, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3, Table 1 of this Constitution);
- (ix) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
- (x) approve a programme of ordinary meetings of the Council for the year; and
- (xi) consider any business set out in the notice convening the meeting.

1.2 Selection of Councillors on Committees and Outside Bodies

At the Annual Meeting, the Council meeting will:

* Denotes Rules which also apply to Committees and Sub-Committees

- (i) decide which Committees to establish for the Municipal Year;
- (ii) decide the size and terms of reference for those Committees;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of Councillors to serve on each Committee and outside body; and
- (v) appoint to those Committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Executive.

1.3 Special meetings of Committees

Immediately after the Annual Meeting of the Council, special meetings of Committees appointed at that meeting will be held for the purpose of appointing a Chairman and Vice-Chairman for the forthcoming Municipal Year.

2. ORDINARY MEETINGS

2.1 Order of Business

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's Annual Meeting. Ordinary meetings will:

- (i) elect another Member of the Council (other than the Leader or other Member of the Executive) to preside if the Mayor and Deputy Mayor are not present;
- (ii) to deal with any business required by statute to be done before any other business;
- (iii) approve the minutes of the last meeting;
- (iv) receive any declarations of interest from Members;
- (v) receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive;
- (vi) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
- (vii) deal with any business from the last Council meeting;

* Denotes Rules which also apply to Committees and Sub-Committees

- (viii) consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the Scrutiny Committees for debate;
- (ix) receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (x) receive questions from, and provide answers to, Members of the Council in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting
- (xi) consider motions in the order that they have been received;
- (xii) consider any item of business which the Mayor determines should be considered as a matter of urgency by reason of special circumstances which he shall specify.

2.2 Variation of Order of Business

Business falling under items (i), (ii) or (iii) of paragraph 2.1, shall not be displaced, but subject thereto the foregoing order of business may be varied:-

- (i) by the Mayor at any time at his discretion; and
- (ii) by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be put without discussion, provided that such motion shall only be moved when the Council has dealt with business falling under items (i), (ii) or (iii) of paragraph 2.1 but before starting to deal with any other items in the summons.

3. EXTRAORDINARY MEETINGS

3.1 Calling extraordinary meetings.

Those listed below may request the Chief Executive to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Mayor;
- (iii) the Monitoring Officer; and
- (v) any five Members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2 **Business**

No business other than that specified in the summons to the meeting shall be considered at an extraordinary meeting of the Council. The summons to the meeting will not include consideration of the minutes of a previous meeting.

4. **TIME OF COUNCIL MEETINGS**

The Annual Meeting of the Council shall be held at 3.00 pm and meetings of the Council for the transaction of general business shall be at 7.00 pm. The time of extraordinary meetings of the Council shall be determined by the Chief Executive in consultation with the Mayor.

5. **NOTICE OF AND SUMMONS TO MEETINGS**

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Chief Executive will send a summons signed by him or her by post to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

*6. **CHAIR OF MEETING**

The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to Committee and Sub-Committee meetings, references to the Chairman also include the Chairman of Committees and Sub-Committees.

*7. **QUORUM**

7.1 **Council Meeting**

The quorum of a meeting of the Council will be one quarter of the whole number of Members.

*7.2 **Committees and Sub-Committees**

Unless the law provides otherwise, the quorum of meetings of a Committee or Sub-Committee shall be one-quarter of the voting membership of the meeting subject to a minimum of three voting Members being present. The quorum for a meeting of the Standards Committee is four voting Members, one of which must be an Independent Member.

* Denotes Rules which also apply to Committees and Sub-Committees

***7.3 General**

During any meeting if the Chairman counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

***8. DURATION OF MEETINGS**

All Council, Committee and Sub-Committee meetings shall terminate not later than 9.30 pm and any business not disposed of by the closure time shall stand adjourned to a time fixed by the Mayor or Chairman (as the case may be) at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Council, Committee or Sub-Committee.

***9. AUDIO OR VISUAL RECORDING OF PROCEEDINGS**

No audio or visual record of proceedings (or part of the proceedings) of a Council or Committee meeting may be taken without the express permission of the Council or the Committee concerned.

10. QUESTIONS FROM MEMBERS OF THE PUBLIC

10.1 General

Members of the public may ask questions of the Leader, Members of the Cabinet or the Chairman of a Committee at ordinary meetings of the Council. A maximum period of 30 minutes will be available for questions by the public at each ordinary Council meeting.

10.2 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Executive Director of Corporate Resources no later than midday on the Thursday prior to the meeting. Each question must give the name and address of the questioner.

10.3 Number of questions

At any one meeting no person may submit more than one question and no more than 2 questions may be asked on behalf of one organisation, except that the Mayor at his/her discretion may allow a representative of an organisation to speak on behalf of the whole group.

* Denotes Rules which also apply to Committees and Sub-Committees

10.4 Scope of questions

The Executive Director of Corporate Resources may reject a question if it:

- (i) is not about a matter for which the local authority has a responsibility or which affects the Borough;
- (ii) is defamatory, frivolous or offensive;
- (iii) is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (iv) aims solely at furthering the personal interests of an individual;
- (v) discloses or requires the disclosure of confidential or exempt information; or
- (vi) relates to a planning or licensing matter which has yet to be considered by the appropriate Committee

10.5 Record of questions

The Executive Director of Corporate Resources will keep a record of all questions received which shall be open to public inspection. Upon receipt of a question, the Executive Director will immediately send a copy of the question to the Member to whom it is to be put. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all Members at the meeting and will be made available to the public attending the meeting.

10.6 Order of questions

Questions by members of the public will be dealt with in the order in which they are received, except that the Mayor may group questions together if he/she considers that this is conducive to the conduct of the meeting.

10.7 Asking the question at the meeting

The Mayor will invite the questioner to put the question and the appropriate Member may respond to the question. If a questioner who has submitted a written question is unable to be present, the question will not be asked. The questioner may request that the Committee Administrator to ask the question on their behalf.

Once a question has been asked and a response given at a meeting, there will be no opportunity for a supplementary question to be asked or for any further discussion on the question or the response to it.

10.8 Time limits

A Member of the Public asking a question may speak for no more than 2 minutes and the Elected Member replying may speak for no longer than 5 minutes.

10.9 Written answers

The questioner will be supplied with a copy of the written response following the meeting. Any question which cannot be dealt with during public question time either because of lack of time or because of the non-attendance of the questioner or Member to whom it was to be put, will be dealt with by a written answer within 3 working days of the Council meeting.

10.10 Reference of question to the Cabinet or a Committee

Whilst no discussion or debate will take place on any question, any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

11. QUESTIONS FROM ELECTED MEMBERS

11.1 Questions on Cabinet or Scrutiny Committees Reports

At ordinary meetings of the Council, a Member of the Council may ask the Leader, Cabinet Member or Chairman of a Committee any question, without notice, upon an item contained within a report of the Cabinet, Scrutiny Committee or Chief Officer when that item is being considered by the Council. In such circumstances the normal rules of debate as outlined in these Council Procedure Rules will apply.

11.2 Questions on Notice at Full Council

Subject to Rule 11.3, a Member of the Council may ask:

- (i) the Mayor;
- (ii) the Leader;
- (iii) the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the Council has powers or duties or which affects the Borough. With regard to a question about an executive function, the Leader may respond personally or direct the question to the appropriate Cabinet Member.

* Denotes Rules which also apply to Committees and Sub-Committees

11.3 Notice of questions

A Member may only ask a question under Rule 11.2 if either:

- (a) they have given notice in writing of the question to the Executive Director of Corporate Resources by no later than midday on the Thursday prior to the meeting; or
- (b) the question relates to urgent matters and they have the consent of the person to whom the question is to be put and the content of the question is given to the Executive Director of Corporate Resources by noon on the day of the meeting.
- (c) a Member may only ask a question under Rule 2.1(ix) (questions to Joint Authority representatives) if notice in writing of the question has been given to the Executive Director of Corporate Resources by no later than midday on the Tuesday prior to the meeting.

11.4 Scope of questions

The Executive Director of Corporate Resources may reject a question if it:

- (i) is not about a matter for which the local authority has a responsibility or which affects the Borough;
- (ii) is defamatory, frivolous or offensive;
- (iii) is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (iv) aims solely at furthering the personal interests of an individual;
- (v) discloses or requires the disclosure of confidential or exempt information; or
- (vi) relates to a planning or licensing matter which has yet to be considered by the appropriate Committee

11.5 Order of questions

Members questions will be dealt with in the order in which they are received, except that the Mayor may group questions together if he/she considers that this is conducive to the conduct of the meeting.

11.6 Response

An answer may take the form of:

* Denotes Rules which also apply to Committees and Sub-Committees

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

11.7 Time limits

A Member asking a question may speak for no more than 2 minutes and the Member replying may speak for no longer than 5 minutes.

12. NOTICES OF MOTION

12.1 Notice

Except for motions which can be moved without notice under Rule 12, written notice of every motion, signed by at least 2 Members, must be delivered to the Executive Director of Corporate Resources not later than midday 8 working days before the date of the meeting. These will be dated, numbered in the order which it is received and entered in a book open to public inspection.

12.2 Motion set out in agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or has since withdrawn it in writing.

12.3 Scope

A motion submitted in accordance with rule 12.1 may be judged invalid by the Executive Director of Corporate Resources where it:

- (i) is not about a matter for which the local authority has a responsibility or which affects the Borough;
- (ii) is defamatory, frivolous or offensive;
- (iii) contradicts the rules 15.1 and 15.2 in relation to previous decisions and motions;
- (iv) aims solely at furthering the personal interests of an individual;
- (v) discloses or requires the disclosure of confidential or exempt information; or

- (vi) relates to a planning or licensing matter which has yet to be considered by the appropriate Committee

12.4 **At the Meeting**

No motion shall be proceeded with in the absence of the proposer or seconder in whose name it was submitted, except where :-

- (a) the proposer or seconder have, before the start of the meeting, informed the Executive Director of Corporate Resources of the details of the Member who is authorised to move or second the motion on their behalf; or
- (b) it is business that the Council must transact by law.

*13. **MOTIONS WITHOUT NOTICE**

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) that the meeting continue beyond 9.30 pm;
- (n) to suspend a particular Council Procedure Rule;

* Denotes Rules which also apply to Committees and Sub-Committees

- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a Member named under Rule 19.3 or to exclude them from the meeting under Rule 19.4; and
- (q) to give the consent of the Council where its consent is required by this Constitution.

***14. RULES OF DEBATE**

***14.1 No speeches until motion seconded**

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

***14.2 Right to require motion in writing**

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

***14.3 Secunder's speech**

When seconding a motion or amendment, a Member may reserve their speech until later in the debate but not later than immediately before the mover of the motion exercises the right of reply.

***14.4 Content and length of speeches**

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes without the consent of the Mayor.

***14.5 When a Member may speak again**

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;

- (e) on a point of order; and
- (f) by way of personal explanation.

***14.6 Amendments to motions**

- (a) An amendment to a motion should, where practicable, be in writing and circulated to all Members prior to the meeting or as soon as possible at the meeting;
- (b) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of. Provided that the Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

***14.7 Alteration of motion**

- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.

- (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

***14.8 Withdrawal of motion**

A Member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

***14.9 Right of reply**

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

***14.10 Motions which may be moved during debate**

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting continue beyond 9.30 pm;
- (h) to exclude the public and press in accordance with the Access to Information Rules; and

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- (i) to not hear further a Member named under Rule 20.3 or to exclude them from the meeting under Rule 20.4.

***14.11 Closure motions**

- (a) A Member may move, without comment, the following motions at the end of a speech of another Member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

***14.12 Point of order**

A Member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The Member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

***14.13 Personal explanation**

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

* Denotes Rules which also apply to Committees and Sub-Committees

***15. PREVIOUS DECISIONS AND MOTIONS**

***15.1 Motion to rescind a previous decision**

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 15 Members.

***15.2 Motion similar to one previously rejected**

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 15 Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

***16. VOTING**

***16.1 Majority**

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

***16.2 Chairman's casting vote**

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

***16.3 Show of hands**

Unless a ballot or recorded vote is demanded under Rules 16.4 and 16.5, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

***16.4 Recorded vote**

If 3 Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes

***16.5 Right to require individual vote to be recorded**

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

***16.6 Voting on appointments**

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

***17. MINUTES**

***17.1 Signing the minutes**

The Mayor will sign the minutes of the proceedings at the next suitable meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

***17.2 No requirement to sign minutes of previous meeting at extraordinary meeting**

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

17.3 Form of Minutes

Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

***18. RECORD OF ATTENDANCE**

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

***19. 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 of this Constitution or Rule 20 (Disturbance by Public).

* Denotes Rules which also apply to Committees and Sub-Committees

***20. MEMBERS' CONDUCT**

20.1 Standing to speak

When a Member speaks at full Council they must stand and address the meeting through the Mayor. If more than one Member stands, the Mayor will ask one to speak and the others must sit. Other Members must remain seated whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.

***20.2 Mayor standing**

When the Mayor stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

***20.3 Member not to be heard further**

If a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

***20.4 Member to leave the meeting**

If the Member continues to behave improperly after such a motion is carried, the Mayor may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

***20.5 General disturbance**

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

***21. DISTURBANCE BY PUBLIC**

***21.1 Removal of member of the public**

If a Member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

***21.2 Clearance of part of meeting room**

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

***22. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

***22.1 Suspension**

All of these Rules except Rule 15.5 and 16.2 may be suspended by motion on notice or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

***22.2 Amendment**

Any motion to add to, vary or revoke these Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

23. APPLICATION TO COMMITTEES AND SUB-COMMITTEES

All of the Rules apply to meetings of full Council. None of the rules apply to meetings of the executive. Only Rules 6–9, 13–14, 15–22 (but not Rules 17.3 or 20.1) apply to meetings of Committees and Sub-Committees.

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