

4.1: COUNCIL PROCEDURE RULES

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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:

- 1.1.1 elect a person to preside if the Chairman is not present;
- 1.1.2 elect the Chairman;
- 1.1.3 appoint the Deputy Chairman;
- 1.1.4 receive any declarations of interest. Where such interests amount to a Disclosable Pecuniary Interest under the Localism Act 2011, the member must leave the meeting at the time the item arises and must not participate any further in the discussion or vote of that matter. Once the matter is concluded the member may return to continue the other business of the meeting;
- 1.1.5 approve the minutes of the last meeting;
- 1.1.6 receive any announcements from the Chairman and/or the Chief Executive;
- 1.1.7 elect the Leader for a period of one year;
- 1.1.8 receive the report of the Leader setting out the size and membership of his/her Cabinet and how he/she intends Executive powers to be exercised over the ensuing municipal year;
- 1.1.9 appoint at least one Scrutiny Committee, an Audit and Governance 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 of this Constitution);
- 1.1.10 decide the size and terms of reference for those boards and committees;
- 1.1.11 decide the allocation of seats to political groups in accordance with the political balance rules;
- 1.1.12 receive nominations of councillors to serve on each board or committee and outside body; and

- 1.1.13 appoint to those boards committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet;
 - 1.1.14 agree the scheme of delegation set out in Part 3 of this Constitution;
 - 1.1.15 approve a programme of ordinary meetings of the Council for the year (if not already agreed); and
 - 1.1.16 conduct items 2.1.4 to 2.1.12 of the business of an ordinary meeting of Council.
- 1.2** Provided always that this is without prejudice to the right of the Council at any time to establish or dissolve any board or committee or to review its size and terms of reference.

2. ORDINARY MEETINGS

- 2.1** Ordinary meetings of the Council will take place in accordance with a programme decided by the Council. Ordinary meetings will:
- 2.1.1 elect a person to preside if the Chairman or Deputy Chairman is not present;
 - 2.1.2 approve the minutes of the last meeting;
 - 2.1.3 receive any declarations of interest from members. Where such interests amount to a Disclosable Pecuniary Interest under the Localism Act 2011, the member must leave the meeting at the time the item arises and must not participate any further in the discussion or vote on that matter. Once the matter is concluded the member may return to continue the other business of the meeting;
 - 2.1.4 receive any announcements from the Chairman, Leader, members of the Cabinet, or the Chief Executive;
 - 2.1.5 receive any petitions in accordance with the Council's petition scheme or deputations;
 - 2.1.6 receive any questions from, and provide answers to, the public;
 - 2.1.7 receive any questions from members of the Council;
 - 2.1.8 deal with any business from the last Council meeting;
 - 2.1.9 receive reports from the Cabinet and the Council's Boards or committees and receive questions and answers on any of those reports as required by law or specifically referred by those bodies;

2.1.10 receive reports about and receive questions and answers on the business of joint arrangements and external organisations;

2.1.11 consider motions; and

2.1.12 consider any other business specified in the summons to the meeting.

2.2 Announcements. In making any announcements from the Leader and members of the Cabinet under paragraph 2.1.4 above, the Leader and not more than 2 Cabinet members may indicate to the Chairman and then address the Council for not more than 5 minutes each on a topic of current importance to the authority, its area or the inhabitants of its area.

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:

3.1.1 the Council by resolution;

3.1.2 the Chairman;

3.1.3 the Monitoring Officer; and

3.1.4 any five members of the Council if they have signed a requisition presented to the Chairman 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 When requested the Chief Executive shall call a meeting of the Council unless he or she is of the opinion that the business to be discussed at the proposed meeting can conveniently wait until the next ordinary meeting of the Council.

3.3 Business. No business may be conducted at an extraordinary meeting other than that specified in the resolution, request or requisition which led to its being called.

4. TIME AND PLACE OF MEETINGS/APPLICATION OF PROCEDURE RULES TO BOARDS AND COMMITTEES

4.1 All Council meetings will begin at 6.30 p.m. unless the Council or the Chairman decides otherwise. The Council will normally meet in the Council Offices.

4.2 Rules 5 to 9, 13.1.1, 13.1.2, 13.1.3, 13.1.5, 13.1.6, 13.1.8 - 13.1.10, 13.1.11, 13.1.12, 13.1.13, 13.1.14, 13.1.15, 13.1.16, 14, 15, 16.1 to 16.3, 16.4, 16.5, 16.6, and 17 to 23 apply to meetings of all boards, groups and committees,

except that Rule 8 (Duration of Meetings) does not apply to meetings of any board, group committee, or panel at which the appointment of staff is being considered or a meeting of a quasi judicial nature.

- 4.3 Rule 10 – questions by the public shall apply to the Policy Development Group.

5. NOTICE OF AND SUMMONS TO MEETINGS

- 5.1 The Chief Executive or other authorised officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least 5 clear days before a meeting, the Chief Executive or other authorised officer 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. Clear days excludes the day of the meeting, the day on which the meeting is called, weekends and bank holidays.

6. CHAIRMAN OF MEETING

- 6.1 The person presiding at a meeting of the Council may exercise any power or duty of the Chairman. Where these rules apply to meetings of boards or committees, references to the Chairman also include the Chairmen of boards or committees.

7. QUORUM

- 7.1 Subject to any specific statutory requirement, the quorum of a meeting will be one quarter of the whole number of members or three voting members, whichever is the greater. If a quorum is not reached 15 minutes after the time appointed for the start of the meeting, the meeting will stand adjourned. 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 MEETING

- 8.1 All meetings of the Council will end after it has sat for three hours, except that an extension may be agreed by resolution to extend the meeting for no more than half an hour.

9. RECORDING MEETINGS

- 9.1 Members of the public and press may film, photograph or make sound recordings etc of proceedings at council meetings in accordance with the

Openness of Local Government Bodies Regulations 2014 and the Council's adopted recording protocol.

10. QUESTIONS BY THE PUBLIC

10.1 General. Members of the public may ask questions of members of the Cabinet at ordinary meetings of the Council.

10.2 Order of Questions. Where provision is made for questions by the public at a Council meeting, a maximum of thirty minutes will be allowed for the questions and answers. Questions will be asked in the order of which notice of them was received, except that the Chairman may group together similar questions. The Chairman will decide the time allocated to each question.

10.3 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 Head of Legal and Support Services no later than midday three clear days before the day of the meeting. Each question must give the name and address of the questioner and must name the member of the Cabinet to whom it is to be put.

10.4 Number of Questions. At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of any one organisation.

10.5 Scope of Questions. The Head of Legal and Support Services may reject a question if it:

is not about a matter for which the local authority has a responsibility or which affects the district;

is defamatory, frivolous or offensive;

is substantially the same as a question which has been put at a meeting of the Council in the past six months;

requires the disclosure of confidential or exempt information;

relates to a planning application.

If a question is rejected the person who submitted it will be notified in writing before the meeting and given the reasons for the rejection.

10.6 Record of Questions. The Head of Legal and Support Services will enter each question in a book open to public inspection and will immediately send a copy of the question to the Cabinet 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 and will be made available to the public attending the meeting.

- 10.7 Asking the Question at the Meeting.** The Chairman will invite the questioner to put the question to the Cabinet member named in the notice. If a questioner who has submitted a written question is unable to be present, the question will not be dealt with.
- 10.8 Supplemental Question.** A questioner who has put a question in person may also put one brief supplementary question without notice to the Cabinet member who has replied to his or her original question. A supplementary question must arise directly out of the original request or reply. The Chairman may reject a supplementary question on any of the grounds in rule 10.5 above or if the question takes the form of a speech.
- 10.9 Written Answers.** 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 Cabinet member to whom it was to be put, will be dealt with by a written answer.
- 10.10 Reference of Question to the Cabinet or a Committee.** Unless the Chairman decides otherwise, no discussion will take place on any question, but any member may move that the matter raised by a question be referred to the Cabinet or the appropriate board or committee. Once seconded, such a motion will be voted on without discussion.

11. QUESTIONS BY MEMBERS

- 11.1 On Announcements or Reports of the Leader, the Cabinet, or the Chairman of a Board or Committee.** A member may ask the Leader or a member of the Cabinet, or the Chairman of a board or committee questions without notice about any matter contained in any address or report under paragraphs 2.1.4 and 2.1.9 when it is being considered. Questions from members and responses under this provision shall be limited to 5 minutes in total in relation to 2.1.4 and 2.1.9 respectively.
- 11.2 Questions on Notice at Full Council.** Subject to rule 11.3, a member may ask the Chairman, the Leader, any member of the Cabinet or the Chairman of any board or committee a question about any matter in relation to which the Council has powers or duties or which affects the district.
- 11.3 Notice of Questions.** A member may only ask a question under Rule 11.2 if either:
- (a) notice has been given by delivering it in writing or electronic mail to the Head of Legal and Support Services by no later than midday three clear days before the day of the meeting; or

- (b) the question relates to urgent matters, they have the consent of the member to whom the question is to be put and the content of the question is given to the Head of Legal and Support Services by midday on the day of the meeting.

11.4 Response. An answer may take the form of:

- (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) a written answer circulated to the questioner.

11.5 Supplementary Question. A member asking a question under Rule 11.2 may ask one supplementary question without notice. A supplementary question must arise directly out of the original question or reply.

11.6 Number of Questions. Questions are limited to one per member per meeting, plus one supplementary question.

11.7 Time for Questions. There will be a time-limit of thirty minutes on members' questions and answers with no extension of time. Questions not dealt with in this time will be dealt with by written response. The Chairman will decide the time allocated to each question.

11.8 Format of Questions. Members must confine their contributions to questions and answers and not make statements or attempt to debate. The Chairman will decide whether a member is contravening this rule and stop the member concerned. The Chairman's ruling will be final.

12. MOTIONS - ON NOTICE

12.1 Notice. Except for motions which can be moved without notice under Rule 13 and motions to remove the Leader, written notice of every motion, signed by at least one member, must be delivered to the Head of Legal and Support Services not later than midday on the day seven clear days before the date of the meeting. These will be entered in a book open to inspection by the public.

12.2 Motions Set Out in the 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 withdraw it.

12.3 Scope. Motions must be about matters for which the Council has a responsibility or which affect the area. The Chairman may, on the advice of the Chief Executive, refuse a motion which is illegal, scurrilous, improper or out of order.

- 12.4** The Leader may be removed from office during his/her one year term of office by resolution of Council. Such a motion is required to be delivered to the Chief Executive 7 clear days before the meeting. The motion must be in writing, signed by 20% of the total number of councillors and propose a nomination for a new Leader.
- 12.5** In the event that the Leader is removed by a resolution of Council under the above paragraph, the new Leader may be appointed at the same or next available meeting of the Council.

13. MOTIONS AND AMENDMENTS - WITHOUT NOTICE

- 13.1** The following motions and amendments may be moved without notice:
- 13.1.1 to appoint a Chairman of the meeting at which the motion is moved;
 - 13.1.2 in relation to the accuracy of the Minutes;
 - 13.1.3 to change the order of business in the Agenda;
 - 13.1.4 to refer something to an appropriate body or individual;
 - 13.1.5 to appoint a Committee or member arising from an item on the summons for the meeting;
 - 13.1.6 to receive reports and recommendations of Committees or officers and to make any decisions necessarily arising;
 - 13.1.7 to withdraw a motion;
 - 13.1.8 to amend a motion;
 - 13.1.9 to proceed to the next business;
 - 13.1.10 that the question be now put;
 - 13.1.11 to adjourn a debate;
 - 13.1.12 to adjourn a meeting;
 - 13.1.13 to extend the meeting under Rule 8:
 - 13.1.14 to suspend a Procedure Rule to which Rule 23 applies;
 - 13.1.15 to exclude the public in accordance with the Access to Information Procedure Rules;

13.1.16 not to hear a member further or to require a member to leave the meeting; and

13.1.17 to give the consent of the Council where its consent is required by this Constitution.

14. RULES OF DEBATE

14.1 No Speeches to be Made 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 a Motion in Writing. Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him or her before it is discussed.

14.3 Seconders' Speech. When seconding a motion or amendment, a member may reserve his or her speech until later in the debate.

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 Chairman.

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 or she last spoke;
- (c) if his or her first speech was on an amendment moved by another member, to speak on the main issues (whether or not the amendment on which he or she spoke was carried);
- (d) to exercise a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

14.6 Amendments to Motions

14.6.1 An amendment must be relevant to the motion and may:

- (i) refer the motion to an appropriate body or individual for consideration or re-consideration;

- (ii) leave out words;
- (iii) leave out words and insert or add others;
- (iv) insert or add words;

as long as the effect is not to negate the motion.

- 14.6.2 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. The amendment must be put to the vote.
- 14.6.3 If an amendment is not carried, other amendments to the original motion may be moved.
- 14.6.4 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.
- 14.6.5 After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendment, or if there are none, put it to the vote.

14.7 Alteration of Motion

- 14.7.1 A member may alter a motion of which he or she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- 14.7.2 A member may alter a motion which he or she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- 14.7.3 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

- 14.9.1 The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote.

14.9.2 If an amendment is moved, the mover of the original motion also has a right of reply at the close of debate on the amendment, but may not otherwise speak on the amendment.

14.9.3 The mover of an amendment shall have no right of reply to the debate on the 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:

14.10.1 to withdraw the motion

14.10.2 to amend the motion;

14.10.3 to proceed to the next business;

14.10.4 that the question be now put;

14.10.5 to adjourn a debate;

14.10.6 to adjourn a meeting;

14.10.7 that the meeting continue for a further half hour;

14.10.8 to exclude the press and public; and

14.10.9 that a member be not further heard or to exclude the member from the meeting.

14.11 Closure Motions

14.11.1 A member may move without comment the following motions at the end of a speech of another member:

(i) to proceed to next business;

(ii) that the question be now put;

(iii) to adjourn a debate; or

(iv) to adjourn a meeting.

14.11.2 If a motion to proceed to next business is seconded and the Chairman thinks the item under discussion 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.

14.11.3 If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will put the procedural motion to the vote. If it is passed, he or she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

14.11.4 If a motion to adjourn the debate or adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be discussed on that occasion, he or 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 and the Chairman will hear them immediately. A point of order may only relate to the alleged breach of these Council Procedure Rules or the law. The member must indicate the rule or law and the way in which he or she considers it has been broken. The ruling of the Chairman on the matter will be final.

14.13 Personal Explanation. A member may make a personal explanation at any time. A personal explanation shall 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 Chairman on the admissibility of a personal explanation will be final.

15. PREVIOUS DECISIONS AND MOTIONS

15.1 Motion to Rescind a Previous Decision. A motion to rescind a decision arising from a motion moved and adopted at a Council meeting within the past six months cannot be moved unless the notice of motion is signed by at least one third of the members.

15.2 Motion Similar to one Previously Rejected. A motion or amendment in similar terms to one which has been rejected at a Council meeting within the past six months cannot be moved unless notice of motion or amendment is given signed by at least one third of the members of Council.

15.3 Once a motion or amendment to which this Rule applies has been dealt with, no member can propose a similar motion or amendment within the next six months.

16. VOTING

16.1 Majority. Unless this Constitution (or the law) provides otherwise any matter will be decided by a simple majority of those present and voting 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 Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.
- 16.3 Show of Hands.** Unless a recorded vote is demanded the Chairman will take the vote by a show of hands, or if there is no dissent, by the affirmation of the meeting.
- 16.4 Recorded Vote.** If a member present at the meeting demands 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** Recorded votes must be taken at a budget decision meeting of the Council where it:
- (i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992; or
 - (ii) issues a precept under Chapter 4 of Part 1 of that Act.
- 16.6 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.
- 16.7 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 Chairman will sign the minutes at the next available meeting. The Chairman 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 an Extraordinary Meeting.** Where in relation to any meeting, the next meeting for the purposes 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 the signing of minutes.

18. PETITIONS

- 18.1** The Council has formally adopted a petition scheme.
- 18.2** The scheme sets out the process, the signature threshold for receipt of ordinary petitions, a petition to hold an officer to account and a petition for debate. It also sets out how the petition will be dealt with at the Policy Development Group or Council.
- 18.3** A copy of the petition scheme is available from the Head of Legal and Support Services / Monitoring Officer. It is also available on the Council's website which is www.nwleics.gov.uk

19. DEPUTATIONS

- 19.1** Deputations may be received at any meeting of the Council following three clear days' written notice to the Head of Legal and Support Services. They must be about matters for which the Council has a responsibility or which affect the area. The notice must be signed by at least five persons and set out the subject which the deputation wishes to raise and how it relates to the Council's functions or affects the area. The Chairman may, on the advice of the Chief Executive, refuse a deputation which is illegal, scurrilous, improper, out of order or relates to a specific planning application or relates to a matter on which there has been a previous similar deputation within the preceding six months.
- 19.2** A person wishing to make a deputation must give written notice to the Head of Legal and Support Services no later than midday three clear days before the day of the meeting.
- 19.3** A maximum of two deputations only will be permitted at any meeting and they will be selected in the order notice is received. Only one deputation will be permitted if the Head of Legal and Support Services receives notice of a petition under Rule 18.
- 19.4** A deputation may consist of up to five people, of whom no more than two may speak, except to answer members' questions.
- 19.5** The deputation may address the meeting for no more than five minutes and members may then question the deputation for a further five minutes.
- 19.6** The relevant portfolio holder or board or committee Chairman may, if he or she chooses, then address the meeting for up to five minutes.
- 19.7** There shall be no vote taken on any deputation. A member may propose that the subject matter be placed on the agenda of the next ordinary meeting of the relevant board or committee, such a motion to be moved and seconded formally and put without discussion. If no such motion is moved or carried,

the petition will be referred to the relevant Director, Head of Service or Team Manager who will respond to the petition in writing within 28 days.

20. EXCLUSION OF THE PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution or Rule 22 (disturbance by the public).

21. MEMBERS' CONDUCT

- 21.1** When the Chairman stands during a debate any member(s) then standing must sit down and the Council must be silent.
- 21.2** If a member is guilty of misconduct by persistently disregarding the ruling of the Chairman, or by behaving irregularly, improperly or offensively, or by deliberately obstructing business, any member may move that that member is not further heard. If seconded, the motion will be voted on without discussion.
- 21.3** If the member continues to behave improperly after such a motion is carried, any member may move either that the member leave the meeting or that the meeting be adjourned for a specified period. If seconded, the motion will be voted on without discussion.
- 21.4** If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he or she thinks necessary.

22. DISTURBANCE BY PUBLIC

- 22.1** If a member of the public interrupts proceedings, the Chairman will warn the person concerned and, if the interruption continues, will order the person's removal from the meeting room.
- 22.2** If there is a general disturbance in any part of the meeting room open to the public the Chairman shall order that part to be cleared.

23. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

23.1 Suspension

- 23.1.1** Any of the Council Procedure Rules to which this Rule applies may be suspended for all or part of the business of a meeting at which suspension is moved by a motion.
- 23.1.2** Such a motion cannot be moved without notice unless at least one half of the whole number of members of the Council are present.

23.1.3 This Rule applies to the following Rules:

Rules 8, 10 to 15, 18 and 19.

24. INTERPRETATION

24.1 The ruling of the Chairman as to the construction or application of these standing orders, or as to any proceedings of the Council, shall be final.

24.2 “**Clear days**”. Saturdays, Sundays, Bank holidays, the day stated as the deadline for receipt and the day of the meeting shall be excluded from the calculation of the clear days.

For example, questions from the public to members are required to be submitted by midday three clear days before the meeting. If the meeting is held on Tuesday, the question would need to be submitted by noon on the Wednesday before.