

1. ANNUAL MEETING OF THE COUNCIL

1. The Meeting to Elect the Leader

The Leader shall be elected by Full Council at the first Meeting of Council following an ordinary election of Full Council (“the Meeting to Elect the Leader”) and confirmed at the Annual Meeting of Council.

- 1.1 Each elected member of Council has the right to be nominated for the position of Leader of Council and each elected member has the right to sign one nomination paper.
- 1.2 All nomination papers must be submitted to the Chief Executive a minimum of five clear days prior to the Meeting to Elect the Leader.
- 1.3 For a nomination paper to be valid it must be supported by the signatures of five elected members of Council other than the nominee.
- 1.4 A nominee may submit a statement of no more than 1000 words with the nomination papers.
- 1.5 At the Meeting to Elect the Leader each nominee shall have the opportunity to speak for up to ten minutes in support of their nomination.
- 1.6 After all nominees have had the opportunity to speak, elected members may ask questions of any or all of the nominees.
- 1.7 Each elected member is entitled to one voting slip. The voting slip will include the names of all nominees and also an option to “Re-open Nominations”.
- 1.8 Elected members will indicate against each candidate a number identifying the order of preference ascribed to each candidate or in the alternate to select the option to “Re-open Nominations”.
- 1.9 Where in excess of 50% of votes cast are marked “Re-open Nominations” then a new election shall be called to be held at the next meeting of Full Council.
- 1.10 Where in excess of 50% of votes are cast in favour on one nominee that nominee shall be declared Leader of Council.
- 1.11 Where no nominee has more than 50% of votes cast then the name of the person with the least number of first preference votes will be disregarded and the votes allocated to the remaining nominees in order of the preference indicated on the voting slips.
- 1.12 The process will be continued until in excess of 50% of votes have been allocated to one nominee. That nominee shall then be declared Leader of Council.

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1.2 The Annual Meeting of Council

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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 May.

The Annual Meeting will:

- (i) elect a person to preside if the Mayor or Deputy Mayor is not present;
- (ii) elect the new Mayor of the Council;
- (iii) elect the new Deputy Mayor of the Council;
- (iv) receive any announcements from the Mayor and/or Head of the Paid Service;
- (v) elect the Leader;
- (vi) agree the number of Members to be appointed to the Cabinet and appoint those Members;
- (vii) appoint Overview and Scrutiny Committees, 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;
- (viii) approve a programme of ordinary meetings of the Council for the year; and
- (ix) consider any other business set out in the notice convening the meeting.

1.3 Selection of Councillors on Committees and Outside Bodies

At the Annual Meeting, the Council will:

- (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 and substitutes;
- (iv) receive nominations of Councillors to serve on each Committee and outside body; and
- (v) appoint to those Committees and outside bodies.

2. ORDINARY MEETINGS

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 a person to preside if the Mayor and deputy Mayor are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any announcements from the Mayor or the Chief Executive;
- (iv) deal with any business from the last Council meeting;
- (v) answer questions (if any) from Members;
- (vi) receive statements from the Leader and Cabinet Members and answer questions (if any) on any of those statements;
- (vii) receive the minutes of Cabinet and Committees and pass resolutions in respect of any approval items ("A items").
- (viii) consider any other business specified in the summons to the meeting including any reports of the Overview and Scrutiny Committees.

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
- (iv) 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

- (i) the business to be conducted at an Extraordinary Meeting of the Council shall be limited to the item or items in respect of which the meeting has been called.

4. COMPULSORY TRAINING AND SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

4.1 No member of Council may act as a member of the Planning and Development Committee, Licensing Committee or the Standards Committee unless they have attended training to enable them to carry out that role.

4.2 For the purpose of determining whether a member has undertaken training to enable that member to carry out his or her role it will be accepted that a member has undertaken sufficient training for this purpose if that member has attended a minimum of: