

ATTACHMENT 2

Comparison of current Standing Orders and proposed Standing Orders

| CURRENT | PROPOSED |
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| Definitions: | |
| 1. In these Standing Orders, unless the context clearly requires a different meaning: | |
| ' ACT ' means the Local Government Act 2002. | Not included |
| ' AMENDMENT ' means any change or proposed change to the original or substantive motion. | In definitions |
| ' CHAIR ' means the Mayor at a meeting of the Council (or the Deputy Mayor in the absence of the Mayor) or the person appointed to chair a Committee or Subcommittee and also includes any person properly appointed in the absence of the appointed chair. | In definitions |
| ' CHIEF EXECUTIVE ' means the CHIEF EXECUTIVE of the Wellington City Council and includes any person appointed specially or generally by the Council to perform the duties of that office for the time being. The term also means any person deputised by the CHIEF EXECUTIVE to carry out a particular duty or perform a function on her/his behalf. | In definitions |
| ' CONFLICT OF INTEREST ' includes any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee or Member of another body or because of any personal non-pecuniary interest. | In definitions |
| ' COUNCIL ' means the Wellington City Council comprising the MAYOR and MEMBERS elected under the Local Electoral Act 2001 . | In definitions |
| ' COMMITTEES ' are appointed by the Council. They must operate within a prescribed set of Terms of Reference and report to Council. | Committee in definitions; requirement for ToR in 2.7.5 |
| ' SUBCOMMITTEES ' are appointed by the Council or Committees. All Subcommittees must have Terms of Reference, which include a sunset clause. Subcommittees, as they are established, must be reported to the next meeting of the Council. | Sub-committee covered by committee in definitions |
| ' DIVISION ' means a formal vote at a Council, Committee or Subcommittee meeting whereby the names of those Members present, including the MAYOR , are formally recorded as voting either aye or NO . This includes a vote where the names and votes are recorded electronically. | In definitions |
| ' ITEM ' means a substantive matter for discussion at a meeting. | In definitions |
| ' LEAVE OF THE MEETING ' means agreement without a single member present dissenting. | In definitions |
| ' MAJORITY ' means when the Members present who vote AYE outnumber those who vote NO or when those who vote NO outnumber those who vote AYE . | Deleted - self explanatory |
| ' MAYOR ' includes the DEPUTY MAYOR or the Councillor properly appointed in the absence of both the MAYOR and the DEPUTY MAYOR to chair the Council. | Amended to definition consistent with the Electoral Act |
| ' MEETING ' means any ordinary, extraordinary or other meeting of the Council, Committees, or Subcommittees but does not include any meeting at which no resolutions or decisions are made. [Cf. Section 45 of the Local Government Official Information and Meetings Act 1987 .] | First half in definitions but second half re resolutions is covered in 3.1.3 |

| CURRENT | PROPOSED |
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| <p>'MEMBER' means a COUNCILLOR or the MAYOR, when referring to the Council. Member includes all people appointed to a Committee or Subcommittee when these Standing Orders apply to a Committee or Subcommittee.</p> | <p>Amended definition: Member means any person elected or appointed to the Council or to any committee or subcommittee of the local authority, and includes the mayor.</p> |
| <p>'MOTION' means a substantive matter for resolution at a meeting.</p> | <p>In definitions</p> |
| <p>'OFFICER' means any person employed by the Council either full or part time, on a permanent or casual or contract basis.</p> | <p>In definitions</p> |
| <p>'PECUNIARY INTEREST' includes any interest described in sections 3 and 6 of the Local Authorities (Members Interests) Act 1968.</p> | <p>In definitions</p> |
| <p>'PRO-FORMA' means moving or seconding a motion as a matter of form and does not require the mover to support the motion.</p> | <p>In definitions</p> |
| <p>'THREE QUARTERS PROPORTIONAL MAJORITY' means three quarters of the Members present and voting, or where a whole number is not obtained the next highest whole number above three-quarters.</p> <p>Example: Three</p> <p>quarters of 3 = 3 Three quarters of 12 = 9 Three quarters of 4 = 3 Three quarters of 13 = 10 Three quarters of 5 = 4 Three quarters of 14 = 11 Three quarters of 6 = 5 Three quarters of 15 = 12 Three quarters of 7 = 6 Three quarters of 16 = 12 Three quarters of 8 = 6 Three quarters of 17 = 13 Three quarters of 9 = 7 Three quarters of 18 = 14 Three quarters of 10 = 8 Three quarters of 19 = 15 Three quarters of 11 = 9 Three quarters of 20 = 15</p> | <p>Replaced by 75% majority voting in text of standing orders</p> |
| <p>'PUBLIC EXCLUDED SESSION' means a meeting or part of a meeting from which the public has been excluded by resolution in terms of section 48 (1) of the Local Government Official Information and Meetings Act 1987.</p> | <p>Included but definition does not refer to specific section of LGOIMA</p> |
| <p>'RESOLUTION' is a resolved motion.</p> | <p>Deleted</p> |
| <p>'S.O.' means these Standing Orders.</p> | <p>Deleted</p> |
| <p>'SUBSTANTIVE MATTER' means the motion on the table.</p> | <p>Deleted</p> |
| <p>WORKING DAY' means any day of the week except: a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday and Labour Day and any day between 25 December and 2 January. A working day is a period of 24 hours, which does not have to be a calendar day.</p> | <p>Definition extended from 25 December to 15 January. Definition excludes 24 hour period and is restricted to calendar days</p> |
| APPLICATION AND ALTERATION OF STANDING ORDERS | |
| <p>2. These Standing Orders shall apply to all meetings (whether Open or Public Excluded) of the Council, committees and subcommittees of the Council, except as provided for in Standing Order 2.1.</p> | <p>Covered in sections 2.1 and 3.1</p> |
| <p>2.1 Standing Orders will not apply to meetings of committees, subcommittees and the Council when convened as workshop meetings or meetings solely for information and discussion and at which no resolutions or decisions are made.</p> | <p>Silent on workshops, some SO's do not apply to meetings where no resolutions or decisions are made (3.1.3)</p> |
| <p>3. All Members, public participants and members of the public generally shall abide by these Standing Orders.</p> | <p>SO applies to all members (2.1.4 and 3.1.1); applies to public through provisions on Public input (3.22) and maintenance of public order (3.4)</p> |
| Rulings | |

| CURRENT | PROPOSED |
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| 4. Any ruling made under these Standing Orders or generally as to matters of procedure at any meeting of the Council, committees and subcommittees shall be made by the person chairing the meeting. That decision shall be final unless it is in direct conflict with these Standing Orders, and/or challenged under Standing Order 5 | Chair to decide (3.3.2) and challenge of chairs ruling if not deemed final in SO(3.3.3) plus appendices C and D |
| 5. Rulings may be challenged by a member (except as provided for in Standing Order 6) but such a challenge must be validated immediately by a motion passed by a three quarters proportional majority of the meeting unless specified otherwise. | 3.3.3 |
| 6. Any ruling of the chair that a Standing Order deems to be 'final' may not be challenged under Standing Order 5. | 3.3.2 |
| Conflict Between Provisions | |
| 7. In any case where there is a conflict between any Standing Order and the provisions of any Act of Parliament, the provisions of the relevant Act shall prevail. | Silent - Acts have precedence over rules or guides |
| Matters Not Covered | |
| 8. The chair shall decide all procedural matters not covered in these Standing Orders. | 3.3.2 |
| Suspension of Standing Orders | |
| 9. At any meeting these Standing Orders may be suspended without notice, but only for that meeting or part of that meeting specified by the mover of the resolution. Any motion to suspend one or more Standing Orders shall state the specific Order, or Orders, which are to be suspended. | 2.1.3 and 3.2.1 |
| 10. Such suspension of Standing Orders shall be effective only if agreed to by a three quarters proportional majority of the meeting. | 2.1.3 and 3.2.1 |
| 11. The voting and the reasons for the suspension shall be recorded. | 2.1.3 and 3.2.1 |
| 12. Any suspension of Standing Orders does not suspend any statutory requirements under either the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987. | Deleted |
| Amendment of Standing Orders | |
| 13. These Standing Orders may, subject to the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987, or any other relevant Act, be amended in whole, or in part, by the Council only. | 2.1.2 |
| 14. Any amendment shall be effective only if agreed to by a three quarters proportional majority of the meeting. | 2.1.2 |
| APPOINTMENT AND DISCHARGE OF DEPUTY MAYOR | |
| 15. At the first meeting of the Council following the triennial general election of members, the Council shall elect a Deputy Mayor. | Mayor may appoint deputy mayor (2.2.2); Requirement to appoint deputy mayor (2.2.3); voting system (2.6.1) |
| 16. The Council may at any time discharge the Deputy Mayor and shall appoint a new Deputy Mayor in accordance with the procedures set out in clause 18 of schedule 7 of the Local Government Act 2002. | Deleted - can rely on legislative provision for how to discharge a deputy mayor |
| MEMBERSHIP OF COMMITTEES | |
| 17. The Council may appoint standing or special committees or subcommittees, and may determine the Terms of Reference and the matters that will normally be referred to those committees or subcommittees. | Appointment, new wording taken directly from legislation (2.7.2, 2.7.3); requirement for ToR (2.7.5) |
| 18. The Council may appoint the chair (or chairs) and (if desired) deputy chair of any such standing committee, special committee or subcommittee. | Mayor may appoint chair (2.9.1); Council may appoint (2.9.2); voting system (2.6.1) |
| 19. Any standing or special committee or subcommittee may appoint its own chair (or chairs) and deputy chair if one has not already been appointed. | Committee may appoint (2.9.3); voting system (2.6.1) |

| CURRENT | PROPOSED |
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| 20. The minimum number of members of: | |
| 20.1 a standing or special Committee shall be three, of whom at least one shall be an elected Councillor; | Minimum number (2.10.4) and minimum no of elected members (2.10.2) |
| 20.2 a subcommittee shall be two. | Minimum number (2.10.4) and minimum no of elected members (2.10.2) |
| 21. The Council may appoint to any committee any person who is not a member of the Council, except an officer of Wellington City Council. A person who is not a member of the Council may only be granted voting rights on a committee or subcommittee on the Council's prior approval by a three quarters proportional majority. | 2.10.2 - simple majority of voting members required; wording direct from legislation |
| 22. The Council or a committee may appoint to any subcommittee any person who is not a member of the Council, including an officer of Wellington City Council. | Officers appointed to subcommittees only (2.10.2) |
| Mayor a Member | |
| 23. The Mayor shall be a member of every committee and subcommittee appointed by the Council except in any hearings committee constituted under legislation such as the Resource Management Act 1991. | Mayor ex-officio member of all committees and subcommittees (2.10.5) |
| Alteration of Committee or Subcommittee | |
| 24. Only the Council may at any time discharge, alter, continue or reconstitute any committee or subcommittee. | Council may discharge or reconstitute a committee or subcommittee; a committee may discharge or reconstitute a subcommittee (wording from legislation) (2.7.3) |
| 25. The Council may at any time discharge any chair or member of a committee or subcommittee and, if it thinks fit, appoint a replacement. | 2.10.1 |
| 26. A committee may recommend to the Council the discharge of any member of a subcommittee for which it has responsibility, and the appointment of a replacement member. | Not included |
| 27. Every committee or subcommittee will, unless sooner discharged, be deemed to be discharged on the coming in to office of the new Councillors following a Triennial General Election. New Councillors are deemed to "come in to office" on the day after the result is formally declared. | 2.7.3 - wording from legislation used |
| FUNCTIONS AND POWERS OF COMMITTEES AND SUBCOMMITTEES | |
| 28. The Council may refer any matters to any standing or special committee or subcommittee. | Covered under delegations (2.11) and ToR (2.7.5); committees must carry out general and special direction of LA (2.7.4) |
| 29. A committee may refer any matters to any subcommittee. | Covered under delegations (2.11.1(3)) |
| 30. Any committee (or subcommittee) shall deal only with those matters EITHER | |
| 30.1 over which it has jurisdiction (that is, those matters contained in its Terms of Reference); OR | 2.7.5 |
| 30.2 which may have been specifically referred to it by the Council (or committee as the case may be), whether or not such matters are contained in the Terms of Reference; AND | 2.11.1 |
| 30.3 shall be subject to any directions of the Council (or committee). | 2.11.1 |
| 31. The Council may delegate to any committee or subcommittee any of the functions, powers and duties conferred or imposed upon the Council by the Local Government Act 2002 or any other Act, except: | 2.11.1 |
| 31.1 the power to make a rate; | 2.11.1 |

| CURRENT | PROPOSED |
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| 31.2 the power to make a bylaw; | 2.11.1 |
| 31.3 the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; | 2.11.1 |
| 31.4 the power to adopt a long-term council community plan, annual plan, or annual report; | 2.11.1 |
| 31.5 the power to appoint a chief executive; | 2.11.1 |
| 31.6 the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement | 2.11.1 |
| 31.7 the power to warrant enforcement officers. | Deleted |
| 32. A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them. | 2.11.2 |
| 32.1 If the committee (or subcommittee) does not have delegated authority then it must report back to the Council (or committee). | Committee must operate within ToR (2.7.5); No specific reference to reporting back to Council; Committee need not refer to Council any motion that is covered in its ToR (3.12.15) |
| 32.2 All committees and subcommittees shall report to the Council as required. | Committee must operate within ToR (2.7.5); No specific reference to reporting back to Council; Committee need not refer to Council any motion that is covered in its ToR (3.12.15) |
| MEETINGS | |
| First Meeting Following Triennial General Election | |
| 33. The first meeting of a local authority following a triennial general election of members must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give the persons elected to the local authority not less than 7 days' notice of the meeting. However, if an emergency exists, the chief executive may give notice of the meeting as soon as practicable. The chief executive (or in the absence of the chief executive, a nominee of that officer) must chair the meeting until the mayor has made and attested the declaration required under clause 14 of Schedule 7 of the Local Government Act 2002. | 2.2.1 |
| Ordinary Meetings | |
| 34. In addition to the meeting specified under Standing Order 33, the Council may hold ordinary meetings at such times and at such places as it from time to time appoints. | 2.13.1 |
| 35 The Chief Executive shall give each member written notice of the time and place of any ordinary meetings: | 2.14.1 |
| 35.1 not less than 14 days before the meeting, counted from the time and date of delivery of the notice; or | 2.14.1 |
| 35.2 where the Council has adopted a schedule of ordinary meetings, not less than 14 days, counted from the time and date of delivery of the notice, before the first meeting on the schedule. | 2.14.1 |
| 36. Where the Council adopts a schedule of ordinary meetings: | 2.14.2 |

| CURRENT | PROPOSED |
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| 36.1 the schedule may cover such future period as the Council considers appropriate and may be amended by Council from time to time; | 2.14.2 |
| 36.2 notwithstanding 36.1, the chair of a committee may request that a meeting previously scheduled by Council be rescheduled. The Mayor and Chief Executive will need to agree that the request is reasonable and that it is not practicable to refer the matter to Council for a decision. Council shall be notified of the rescheduling and the reason for the decision. | Not included; if a meeting has lapsed due to lack of quorum, the chair may reschedule the meeting and the CE must notify it (3.9.2) |
| 36.3 notification of the schedule, or any amendment, shall constitute official notification of every meeting on the schedule or amendment. | Notification to members (2.14.1); notification to public (2.16.3) |
| Meetings of Committees and Subcommittees | |
| 37. Meetings of committees and subcommittees shall be arranged in the same manner as for Council, except that if no schedule of meetings has been set by the Council, the Chair of the Committee or Subcommittee may convene meetings under the provisions of Standing Orders 34 – 36. | 2.14.1 |
| 38. All Councillors shall be notified of all meetings of committees and subcommittees. | 2.14.1 |
| 39. Members other than Councillors shall be notified of meetings of committees and subcommittees of which they are members. | 2.14.1; definition of member does not differentiate between elected councillors and appointed members of committees |
| Workshop Meetings | |
| 40. Workshop meetings or meetings solely for information and discussion and at which no resolutions or decisions are made may be held. (See Standing Order 2.1) | SO silent on workshops; provisions relating to notification, public access, making of decisions and passing of resolutions do not apply to any meeting where no decisions or resolution are made (3.1.3) |
| 41. Prior approval of the Mayor and the Chief Executive must be obtained for the workshop meetings or meetings solely for the purpose of information and discussion and at which no resolutions or decisions are made | SO silent on workshops; provisions relating to notification, public access, making of decisions and passing of resolutions do not apply to any meeting where no decisions or resolution are made (3.1.3) |
| 42. Notice in writing of the time and place of the workshop meeting, or meetings solely for the purpose of information and discussion and at which no resolutions or decisions are made, stating the matters to be dealt with and declaring that no resolutions or decisions are to be made must be given by the Chief Executive to every Councillor. | SO silent on workshops; provisions relating to notification, public access, making of decisions and passing of resolutions do not apply to any meeting where no decisions or resolution are made (3.1.3) |
| 43. Workshop meetings or meetings solely for information and discussion and at which no resolutions or decisions are made, must meet the requirements of the Local Government Act 2002, specifically the need for a quorum, a presiding Chair and minutes (See Appendix 1 to the Standing Orders). | SO silent on workshops; provisions relating to notification, public access, making of decisions and passing of resolutions do not apply to any meeting where no decisions or resolution are made (3.1.3) |

| CURRENT | PROPOSED |
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| (b) In all other respects the conduct of a workshop, working party, briefing or meeting solely for information and discussion shall be determined by the Chair of that meeting, if a Chair is appointed, in his or her absolute discretion” | SO silent on workshops; provisions relating to notification, public access, making of decisions and passing of resolutions do not apply to any meeting where no decisions or resolution are made (3.1.3) |
| Extraordinary Meetings | |
| 44. If a resolution or requisition specifies the time and place at which the meeting is to be held and the general nature of the business to be brought before the meeting, a meeting may be called by— | 2.15.1 |
| (a) a resolution of the Council, a committee or subcommittee or | 2.15.1 |
| (b) a requisition in writing delivered to the chief executive and signed by— | 2.15.1 |
| (i) the Mayor (in relation to Council) or chairperson of a committee (in relation to a committee) or subcommittee (in relation to a subcommittee); or | 2.15.1 |
| (ii) not less than one-third of the total membership of the Council, a committee or subcommittee (including vacancies). | 2.15.1 |
| 45. Notice in writing of the time and place of the meeting called under Standing Order 44 and of the general nature of business must be given by the chief executive to each member of the local authority at least 3 working days before the day appointed for the meeting; or if the meeting is called by a resolution, within a lesser period of notice that is specified in the resolution, being not less than 24 hours. | 2.15.2 |
| 46. If the business to be dealt with requires a meeting to be held at a time earlier than is allowed by the notice requirements specified in Standing Order 45 a meeting may be called by the Mayor or chairperson of a committee or subcommittee; or if the mayor or chairperson of a committee or subcommittee are unavailable, the chief executive. | 2.15.3 |
| 47. Notice of the time and place of a meeting called under Standing Order 46 and of the matters in respect of which the meeting is being called must be given by the person calling the meeting or by another person on that person's behalf, by whatever means is reasonable in the circumstances, to each member of the local authority and to the chief executive at least 24 hours before the time appointed for the meeting. | 2.15.4 |
| 48. Where any resolution is passed at an extraordinary meeting of a local authority, the local authority must cause the resolution to be publicly notified as soon as practicable, unless the resolution was passed at a meeting or part of a meeting from which the public was excluded. | 2.15.5 – reworded to LGOIMA |
| Mayor To Preside | |
| 49. The Mayor shall preside at each meeting of the Council at which he or she is present unless the Mayor vacates the chair for a particular meeting or part thereof. | 2.3.1 |
| 50. If the Mayor is absent or withdraws from the meeting then the Deputy Mayor shall preside at that meeting of the Council. | 2.3.1 |
| 51. If both the Mayor and the Deputy Mayor are absent from any meeting of the Council then the Councillors present shall elect one of their number to preside at that meeting of the Council. If more than one Councillor seeks election, the matter shall be decided using the voting system described in SO 185.1. | 2.3.1 |
| 52. For that meeting only, the Councillor elected to preside shall be entitled to exercise all the powers normally exercised by the Mayor. | 2.3.1 |
| Chair To Preside | |

| CURRENT | PROPOSED |
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| 53. The Chairperson of a committee or subcommittee shall preside at each meeting of the committee or subcommittee at which he or she is present unless the chairperson vacates the chair for a particular meeting or part thereof. | 2.3.2 |
| 54. If the Chair is absent or withdraws from any meeting, the deputy chairperson, if appointed, shall chair the meeting. If there is no deputy chairperson or the deputy chairperson is also absent, then the members of the committee or subcommittee present shall elect one of their number to preside at that meeting of the committee. If more than one Councillor seeks election, the matter shall be decided using the voting system described in SO 185.1. | 2.3.2 |
| Quorum of Council, Committee or Subcommittee Meetings | |
| 55. A quorum at a meeting of the Council shall consist of half the total number of the members of the Council (including vacancies) when that number is even, and a majority of such members when the number is odd. | 2.4.3 |
| 56. The Council may fix the quorum of any committee or subcommittee appointed by it, and in default of the Council doing so the committee or subcommittee may fix its own quorum. | For committees of the whole and joint committees, quorum is as for Council (2.4.4, 2.4.5); for all other committees, quorum to be set in ToR (2.4.5) |
| 57. The quorum of any committee shall be not less than three and must include at least two elected members of the committee. The quorum of any committee that consists of all members of the Council shall consist of half the total number of the members of the Council (including vacancies) when that number is even, and a majority of such members when the number is odd. | Definition of quorum does not differentiate between elected and appointed members of committee. May be included in ToR or committee delegations |
| 58. The quorum of any subcommittee shall be not less than two, and must include at least one elected member of the committee. | Definition of quorum does not differentiate between elected and appointed members of committee. May be included in ToR or committee delegations |
| 59. No business shall be transacted at any meeting unless at least a quorum of members is present during the whole time at which the business is transacted. | 3.7.1 |
| Adjournment of Council, Committee or Subcommittee Meetings for Want of a Quorum | |
| 60. If a quorum is not present within 15 minutes after the time appointed for any Council, committee or subcommittee meeting, the meeting will be deemed to be adjourned. | 3.7.1 - a meeting lapses on failure of quorum for 15 minutes |
| 61. When the adjourned meeting is an ordinary meeting, the chair will decide when the items of business are to be dealt with and the Chief Executive will take whatever action is appropriate in accordance with these Standing Orders. | 3.7.2 - remaining business to be referred to next meeting unless earlier meeting fixed by chair |
| 62. When the adjourned meeting is an extraordinary meeting then the business of that meeting may be referred to the next ordinary meeting of the Council or to an ordinary or extraordinary meeting of the appropriate committee or subcommittee, as the chair decides. | 3.7.2 - no distinction between ordinary or extraordinary meetings in SO relating to lack of quorum |
| 63. If a meeting is deemed adjourned because a quorum was not present within 15 minutes, the names of the members in attendance and the fact of the adjournment shall be noted in the records and signed by the chair or Chief Executive. | 3.7.3 |
| Failure of Quorum After Meeting Commences | |
| 64. If during a meeting of the Council the number of members falls below a quorum, then the business shall be suspended. If no quorum is regained within 15 minutes (or such longer period as decided by the chair, but not exceeding 30 minutes) the meeting shall stand adjourned to a time to be fixed by the chair. | 3.7.1 |
| Councillors' Attendance | |

| CURRENT | PROPOSED |
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| <p>65. Members must apply for a 'Leave of Absence' if they will be absent from more than three consecutive ordinary meetings of the Council. The member must apply to the Mayor or the Chief Executive for the 'Leave of Absence' at least five working days prior to the first ordinary meeting of the Council they will miss. The first ordinary meeting of the Council following the application will grant or decline the 'Leave of Absence' request.</p> | <p>Must apply for leave of absence prior to first ordinary meeting they will miss (3.8.1); No limit on anticipated number of meetings to be missed, could be as little as one. Extraordinary vacancy created when absence from 4 consecutive ordinary meetings of the Council (3.8.4)</p> |
| <p>66. If a member fails to apply for a 'Leave of Absence' they may tender an 'Apology for Absence' to the chair of any meeting they do not attend, or to the Chief Executive. The meeting will decide whether to accept or decline the 'Apology for Absence'. Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting only. An apology for absence may be tendered on behalf of an absent member, provided this is received by the chair of the meeting, or the Chief Executive, prior to the commencement of the meeting.</p> | <p>3.6.2 - SO silent on whether accepting an apology is deemed to be granting a leave of absence for that meeting; SO silent on when apology must be received except that chair must call for apologies (3.8.3) and apologies may be tendered on behalf of a member (3.8.2)</p> |
| <p>67. Any member, who fails to attend four consecutive ordinary meetings of the Council without being granted a 'Leave of Absence', is automatically removed from office in accordance with Clause 5 of Schedule 7 of the Local Government Act 2002.</p> | <p>3.8.4</p> |
| <p>68. No member shall leave any meeting of the Council for any length of time without first advising the chair of their intention to do so. The period of the member's absence shall be recorded.</p> | <p>3.8.5</p> |
| <p>69. Any member may withdraw from a meeting during the debate and voting on a question, after having advised the Chair that they are doing so under Standing Orders 196 – 198 (to do with Conflict of Interest), and the fact of that withdrawal shall be recorded.</p> | <p>3.18.9 to 3.18.13. Any member declaring pecuniary interest should consider leaving the meeting room for full duration of debate and vote; if a member declares non pecuniary interest then don't need to leave the room but may not participate in debate or vote.</p> |
| <p>70. Any Councillor may attend any meeting of any committee or subcommittee whether or not they are a member of that committee or subcommittee. If a Councillor is not a member of a committee they may take part in any discussions but may not:</p> <ul style="list-style-type: none"> • vote on any matter; • move or second a motion or amendment; • move or second a procedural motion; • challenge, under Standing Orders, a chair's ruling. | <p>2.13.2</p> |
| <p>Proceedings not Invalidated by Vacancies, Irregularities, etc.</p> | |
| <p>71. No proceedings of the Council or actions of a person acting on behalf of the Council shall be called into question solely because:</p> | <p>2.12.1</p> |
| <p>71.1 there is a vacancy in the Council at the time of the proceeding; or</p> | <p>2.12.1(a)</p> |
| <p>71.2 of the subsequent discovery that there was some defect in the election or the appointment of any person so acting; or</p> | <p>2.12.1(b)</p> |
| <p>71.3 a person was or is incapable of being a Member.</p> | <p>2.12.1(b)</p> |
| <p>NOTIFICATION TO COUNCILLORS OF COUNCIL BUSINESS</p> | |
| <p>Notices to Councillors</p> | |

| CURRENT | PROPOSED |
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| 72. All notices required by these Standing Orders shall be deemed to have been duly received by a member when delivered to them personally, or left by a messenger at the address provided by that member, or sent and acknowledged via E-mail to that member's E-mail address | No SO on deeming receipt of notice or agenda. Agenda to be sent to all members (2.12.5); Meeting not invalid if notice not received unless bad faith or member does not attend meeting (2.12.6); 14 days notice of meetings (2.13.1) |
| 73. Where any notice or material is delivered by mail, courier, fax, E-mail or in a similar way, it shall be deemed to have been received by the Councillor 48 hours after it is sent or at the time recorded by Courier or fax or E-mail confirmation. | No SO on deeming receipt of notice or agenda. Agenda to be sent to all members (2.13.5); Meeting not invalid if notice not received unless bad faith or member does not attend meeting (2.13.6); 14 days notice of meetings (2.14.1) |
| Notices to Media Representatives | |
| 74. Wherever possible, notice of all meetings shall be sent to the known representatives of the local news media at the same time as they are sent to members; but failure to do so shall not invalidate proceedings. | Information provided to members (except PE items) must be sent to media (2.16.2); SO silent on specific notice to media but media is included in general notice of meetings (2.16.3) |
| Meetings Not Invalid Because Notice not Received | |
| 75. No ordinary meeting or extraordinary meeting shall be invalid because notice of that meeting was not received or was not received in due time by any member unless: | 2.13.6 |
| 75.1 it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and | 2.13.6a |
| 75.2 the member concerned did not attend the meeting. | 2.13.6b |
| 76. Any member may waive any requirement regarding the giving of notice of a meeting to that member | 2.13.6 |
| CONDUCT OF BUSINESS | |
| Agenda | |
| 77. For each meeting of the Council an agenda shall be provided setting out the items of business to be brought before the meeting, as far as possible in the prescribed order. | CE to prepare agenda (3.9.2); specific items on agenda of Council (3.9.3); Agenda available to public (2.16.8); |
| 78. Sufficient copies shall also be provided of the open agenda (together with any reports and other papers) as may be deemed necessary for members of the public who attend the meeting. | 2.16.10 - reworded |
| 79. Council Agendas should allow for the following: | 3.9.3 |
| 79.1 Apologies; | 3.9.3 |
| 79.2 Confirmation of minutes; | 3.9.3 |
| 79.3 Public participation; | 3.9.3 |
| 79.4 Announcements by the Mayor without discussion | 3.9.3 |
| 79.5 Petitions | 3.9.3 |
| 79.6 Conflict of Interest Declarations | 3.9.3 |
| 79.7 General Business | 3.9.3 |
| 79.8 Reports from Committees – Committee decisions requiring Council approval | 3.9.3 |
| 79.9 Reports from Committees – Committee decisions for Council to note | Deleted |
| 79.10 Questions | 3.9.3 |
| 79.11 Public Excluded Reports – General Business | 3.9.3 |
| 79.12 Public Excluded Reports from Committees - Committee decisions requiring Council approval | 3.9.3 |

| CURRENT | PROPOSED |
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| 79.13 Public Excluded Reports from Committees - Committee decisions for Council to note | Deleted |
| 80. The chair of a meeting of Council, a committee or subcommittee may change the order in which items are dealt with from that which appears on the agenda for that meeting. If a member or members object to the re-ordering the matter shall be put to a vote. | 3.9.2 |
| 81. For the Council in public excluded session, the normal order of business shall be: | 3.9.3 |
| 81.1 Apologies for absence; | 3.9.3 |
| 81.2 Confirmation of minutes; | 3.9.3 |
| 81.3 Announcements by Mayor without discussion; | 3.9.3 |
| 81.4 Adjourned business from the preceding meeting; | 3.9.3 |
| 81.5 Reports from committees; | 3.9.3 |
| 81.6 Questions. | 3.9.3 |
| Items not on the Agenda | |
| 82. Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if— | 3.9.5 |
| (a) The meeting by resolution so decides; and | 3.9.5a |
| (b) The chair explains at the meeting at a time when it is open to the public,— | 3.9.5b |
| (i) The reason why the item is not on the agenda; and | 3.9.5b (i) |
| (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting. | 3.9.5b (ii) |
| 83. Where an item is not on the agenda for a meeting,— | 3.9.6 |
| (a) That item may be discussed at that meeting if— | 3.9.6a |
| (i) That item is a minor matter, as determined by the chair, relating to the general business of the local authority; and | 3.9.6a (I) |
| (ii) The chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but | 3.9.6a (II) |
| (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion. | 3.9.6b |
| Proceedings to be Recorded | |
| 84. The proceedings of every meeting shall be recorded, including the following: | 3.20.2 |
| 84.1 the names of the members attending; | 3.20.2 |
| 84.2 every resolution, order, or other proceeding; | 3.20.2 |
| 84.3 the names of the members voting for or against each question for which a division was called. | 3.20.2 |
| 85. The record of every meeting, or a suitable summary of them, shall be circulated to members and considered at the next ordinary meeting if practicable. | SO silent on circulating minutes; minutes to be authenticated (3.20.1) |
| 86. At the next meeting, discussion of the record shall be confined to issues of its accuracy. The relevant chair shall sign the record, including any agreed amendments, when approved by the meeting. | 3.20.4 |
| 87. The record of the business taken in the public excluded session shall be kept separately. | 3.20.3 |
| 88. The record of any meeting, duly entered and authenticated by the signature of the relevant chair and accompanied by a statement that it has been approved at a meeting on a stated date, shall be sufficient evidence of the business conducted at that meeting. | 3.20.1 and 2.13.6 |
| 89. The record of any meeting that has not been confirmed by the date of the next Triennial General Elections is to be confirmed by the Mayor and the Chief Executive. | 3.21.2 |
| Minute Books | |
| 90. Minutes of meetings shall be kept in minute books safely in the offices of the council, and shall be open to inspection during ordinary office hours. | 3.21.1 - reworded |

| CURRENT | PROPOSED |
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| PROCEDURES FOR DEBATE | |
| SPEAKING PROCEDURES | |
| Mode of Address | |
| 91. The Mayor shall be referred to in debate as either: | 3.3.1 |
| 91.1 'Mayor [Name]' or 'Your Worship', and the chair of a committee or subcommittee as 'Chair'; or | 3.3.1 |
| 91.2 such other title as the Mayor or chair may decide. | 3.3.1 |
| 92. A Councillor shall be referred to in debate as 'Councillor [Name]'. | 3.3.1 |
| Chair to Take Precedence | |
| 93. Whenever the chair speaks during a debate any member(s) then speaking or proposing to speak shall cease to speak and (in the case of a Council meeting) resume their seat, and the chair will be heard without interruption. | 3.3.4 - reworded |
| Members to Speak From Their Place | |
| 94. At a meeting of the Council any member wishing to speak shall indicate this by raising a hand and when called by the chair shall rise and address the chair while remaining in their place, unless given leave by the chair to do otherwise. | SO silent on how to indicate a member wishes to speak; members to speak in place and address the chair (3.3.5) |
| 95. At a meeting of a committee or subcommittee any member wishing to speak shall indicate this by raising a hand and when called by the chair shall address the chair while remaining in their place, unless given leave by the chair to do otherwise. | SO silent on how to indicate a member wishes to speak; members to speak in place and address the chair (3.3.5) |
| Priority | |
| 96. When two or more members wish to speak the chair shall name the member who has the right to speak first provided that: | 3.3.6 |
| 96.1 a member who wishes to raise a point of order shall have priority | 3.3.6a |
| 96.2 a member who wishes to move a motion to terminate or adjourn the debate shall have priority; or | 3.3.6b |
| 96.3 a member who wishes to make a personal explanation (see Standing Order 111) or request an indulgence of the chair shall have priority. | 3.3.6c |
| 96.4 a member who wishes to request a time extension for the previous speaker shall have priority | 3.3.6d |
| Limitation on Speakers | |
| 97. If three members speak consecutively in support of or in opposition to any motion, the chair may call for a speaker to the contrary or for a speaker who wishes to move an amendment. If there is no such speaker, then the mover may exercise the right of reply and the motion will be put. | 3.10.3 |
| 98. Any member will say whether they are speaking for or against the motion if asked by the chair. | 3.10.3 |
| Time Limit | |
| 99. The following time limits will apply during debate in a Council meeting: | 3.10.6 |
| 99.1 members may speak for up to three minutes during debate (this includes the mover of a motion when introducing that motion). This time may be extended by another minute if there is no dissent from the meeting. | 3.10.6 |
| 99.2 the mover of a motion when exercising their right of reply, may speak for up to three minutes. This time may be extended by up to another ten minutes per clause at the chair's discretion. | 3.10.6 |
| 99.3 the chair of a committee presenting a report of that committee may speak for no more than three minutes in introducing each clause of that report. This time may be extended by up to another ten minutes per clause at the Mayor's discretion. | 3.10.6 |
| 99.4 the Mayor may speak at any time for up to ten minutes | 3.10.6 |
| 100. There is no time limit on speaking during debate in committee and subcommittee meetings. | 3.10.6 |

| CURRENT | PROPOSED |
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| Right of Reply | |
| 101. The mover of a motion shall have a 'right of reply' to answer any questions raised during debate. No new matters shall be introduced. | 3.10.8 |
| 102. After the chair calls the mover to reply, no other member shall speak to the motion. | 3.10.9b and c |
| 103. If no amendments have been moved to the original motion, the mover may exercise the right of reply at the conclusion of the discussion of the original motion. | 3.10.9b |
| 104. If there is an amendment or amendments, the mover of the original motion may, with the chair's agreement, exercise their right of reply at the conclusion of debate on an amendment. | 3.10.9c |
| 105. The mover of the original motion may participate in debate on an amendment without forfeiting their right of reply at the end of the debate on the original motion. | 3.10.9c |
| 106. The chair of a committee, in introducing a report of that committee to Council, may introduce amendments to ensure appropriate process is followed, and intent is clear. | 3.12.7 |
| 107. The chair of a committee in introducing a report of that committee to Council may seek the leave of the meeting to speak as an ordinary member of the Council to the report without forfeiting their right of reply. Where such leave is granted the chair will be free to speak to the substantive and move or second an amendment. | Not included |
| Irrelevant Matter and Tedious Repetition | |
| 108. Members shall confine their remarks strictly to the question before the meeting and shall not introduce irrelevant matter or indulge in tedious repetition. In this matter the chair's ruling shall be final. | 3.10.2 – Minor working change from tedious repetition to needless repetition |
| Taking Down Words | |
| 109. When any member objects to words used, and asks for them to be recorded, the chair of the meeting may so direct, provided such objection is made at the time the words were used (see Standing Order 132.5). | 3.10.4 |
| Reading of Speech | |
| 110. A member speaking to any motion shall not read their speech, except by leave, but may refer to notes. | 3.10.5 |
| Personal Explanation | |
| 111. With the permission of the chair, a member may make a personal explanation concerning any matter involving that member. There will be no debate of the explanation (See Standing Order 96.3). | 3.10.11 |
| Explanation of Speech | |
| 112. With the permission of the chair, any member may give an explanation of some part of a speech already given, but new matters may not be introduced. | 3.10.12 |
| Explanation of Motion | |
| 113. Any member may request an explanation of all or part of the motion before the meeting at any time during the debate, but not so as to interrupt any member speaking. | Not included |
| Speaking Twice | |
| 114. Except as provided for in Standing Orders 112 - 114 or when exercising the right of reply, a Councillor may not speak twice to a motion. This Standing Order does not apply to committees or subcommittees of the Council. | 3.10.7 |
| Subsequent Comments on Resolutions | |
| 115. Any reference by a member to a previous debate or resolution of the council shall be brief and relevant to the motion under discussion. | 3.10.13 |
| PROCEDURAL MOTIONS | |

| CURRENT | PROPOSED |
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| To Terminate or Adjourn the Debate or the Meeting | |
| 116. Any member who has not spoken to the motion may move without comment any of the following procedural motions to terminate or adjourn debate, but not so as to interrupt a member speaking: | 3.16.2 |
| 116.1 That the meeting be adjourned to the time and date stated by the chair or, if not stated, to the next meeting of the Council, that committee or subcommittee; or | 3.16.2a - reworded |
| 116.2 That the item of business being discussed be adjourned to a specified time and date or, if not specified, to the next meeting of the Council, that committee or subcommittee; or | 3.16.2b - without assumption that next meeting is default |
| 116.3 That the motion under debate be put immediately (a "closure motion"); or | 3.16.2c |
| 116.4 That the meeting move directly to the next business, superseding the business under discussion; or | Not included |
| 116.5 That the item of business being discussed be left to lie on the table; or | 3.16.2d |
| 116.6 That the item of business being discussed be referred (or referred back) to the relevant committee of the Council. | 3.16.2e |
| 117. Procedural motions to terminate or adjourn debate will have precedence over other business (other than points of order), and will, if seconded, be put to the vote immediately without discussion or debate. | 3.16.4 |
| 118. All procedural motions will be determined by a majority of those Members present and voting, except the procedural motion to put the motion (a closure motion) which will be carried only with a three quarters proportional majority of members present and voting. | 3.16.3 |
| 119. If a procedural motion to terminate the debate or to adjourn the debate or the meeting is not passed, the debate will continue and another procedural motion will not be made until a further three speakers have spoken. | 3.16.5 |
| 120. When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion. | 3.16.6 |
| 121. If a closure motion is passed, the mover of the motion then under debate may exercise the right of reply before the motion under debate is put to the vote. | 3.16.7 |
| 122. The debate on adjourned items of business will be resumed with the mover of the adjournment being entitled to speak first in the debate. In a Council meeting members who have already spoken in the debate may not speak again. | 3.16.8 |
| 123. Adjourned items of business shall be taken first at the resumed meeting after the formal business. | 3.16.9 - reworded |
| 124. If a motion to adjourn the meeting is passed the remaining business will be considered at the next meeting. | 3.16.10 - reworded |
| 125. Business referred, or referred back, to a specified committee or subcommittee will be considered at the next meeting of that committee or subcommittee. | 3.16.11 |
| Temporary Adjournment | |
| 126. The chair may, at any time, temporarily adjourn a meeting for either: | 3.8.6 |
| 126.1 up to one hour; or | 3.8.6 |
| 126.2 until a conflicting meeting has ended or adjourned. | 3.8.6 |
| POINTS OF ORDER | |
| Raising a Point of Order | |
| 127. Any member may raise a point of order by standing in their place and calling "Point of Order". That member shall have precedence to be heard. (See Standing Order 96.1). | 3.17.1 |
| 128. The member shall refer to the specific Standing Order when raising a point of order. This will not require quoting the Standing Order number (See Standing Order 129). | 3.17.2 |

| CURRENT | PROPOSED |
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| 129. The member raising a point of order shall simply and precisely state the subject matter of the point of order. | 3.17.2 |
| 130. No point of order shall be raised during a vote. | 3.17.3 - except with permission of the chair |
| 131. A second point of order may not be raised until the first has been resolved. | 3.17.4 |
| Circumstances for Raising Points of Order | |
| 132. Points of order can be used only in the following circumstances: | 3.17.5 |
| 132.1 To prevent discussion of a question not before the meeting. | 3.17.5c |
| 132.2 To prevent the use of unbecoming or offensive behaviour including language. | 3.17.5b |
| 132.3 To alert the Council or committee or subcommittee to the violation of any Standing Order. | 3.17.5e |
| 132.4 To point out the misrepresentation of any statement made by a member in the current meeting. | 3.17.5d |
| 132.5 To request that words objected to, be recorded in the minutes (see Standing Order 109) . | 3.17.5f |
| 133. A member rising to express a difference of opinion or to contradict a statement of a speaker shall not be construed as rising to speak to a point of order. | 3.17.6 |
| Decision of Chair | |
| 134. The chair may give a decision on any point of order immediately after the member's statement (see Standing Order 129) has been made, or may choose to hear further comment before making a decision. | 3.17.7 |
| 135. The ruling of the chair upon Standing Orders 132.1, 132.2, 132.4 and 132.5 shall not be open to any discussion and shall be final . | 3.17.7 |
| CONDUCT OF MEETINGS | |
| Order | |
| 136. The chair will establish order by calling "Order" and may make use of a gavel to draw attention to the call for order. The members will respond to a call for order by ceasing to speak and, if standing, resuming their seats immediately. | 3.4.1 |
| Offensive Behaviour | |
| 137. No member, public participant or member of the public generally shall behave in an unbecoming or offensive manner (including the use of offensive language). | SO relating to disorderly behaviour by members or the public are dealt with separately - members (3.4.3 to 3.4.10); public (3.5.1 and 3.5.2) |
| Disorder | |
| 138. The chair may call to order any member, public participant or member of the public generally who has: | SO relating to disorderly behaviour by members or the public are dealt with separately - members (3.4.3 to 3.4.10); public (3.5.1 and 3.5.2) |
| 138.1 used objectionable words and refused to explain, retract or apologise to the satisfaction of the chair; or | SO relating to disorderly behaviour by members or the public are dealt with separately - members (3.4.3 to 3.4.10); public (3.5.1 and 3.5.2) |
| 138.2 made or created any disturbance or disorder during a meeting and failed to obey the chair's direction to desist; or | SO relating to disorderly behaviour by members or the public are dealt with separately - members (3.4.3 to 3.4.10); public (3.5.1 and 3.5.2) |

| CURRENT | PROPOSED |
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| 138.3 has refused to resume his/her seat on the direction of the chair. | SO relating to disorderly behaviour by members or the public are dealt with separately - members (3.4.3 to 3.4.10); public (3.5.1 and 3.5.2) |
| 139. The chair may direct that the nature of any disorder, the name of any member concerned and the directions of the chair be recorded. | Disorder (3.4.8) and contempt (3.4.9) to be recorded in the minutes |
| 140. Where the chair is of the view that a debate may lead to disorder, the chair may direct that a speaker or speakers be heard in silence by members. | 3.4.2 |
| Requirement to Withdraw From Meeting | |
| 141. Any member called to order by the chair shall comply immediately with the chair's direction. Should the member refuse to obey, or persist in causing disorder, he/she may be directed by the chair to withdraw from all or part of the meeting and on such direction shall withdraw immediately. | 3.4.3 |
| 142. The member will not be permitted to return before the time specified without the permission of the chair. Such decisions will be taken individually for each member so directed. The records of the meeting will state the name of the member and the reasons for the ruling made by the chair. | 3.4.3, 3.4.6, 3.4.9 |
| 143. Any person (other than a member) may also be required by the chair to withdraw from a meeting if the chair decides that: | Definition of member does not differentiate between elected members and appointees to committees etc.; members of the general public are dealt with under 3.5.1 and 3.5.2 |
| 143.1 that person is disrupting the meeting; or | 3.4.2 or 3.5.1 |
| 143.2 the chair believes that their behaviour is likely to prejudice the orderly conduct of the meeting; or | 3.5.1 |
| 143.3 it is improper or inappropriate that they should remain during a particular item under discussion. | Not included; implied through resolution to exclude the public (2.17.3 and 2.17.4) but 3.5.1 regarding maintenance of order at meetings only refers to excluding a member of the public if it is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain |
| Failure to Obey Chair's Ruling | |
| 144. If any member or other person required by the chair (under Standing Orders 141 or 143) to leave a meeting: <ul style="list-style-type: none"> • refuses or fails to leave the meeting; or • having left the meeting, attempts to re-enter the meeting without the permission of the Chair; then at the request of the chair, any officer of the council or a police officer may remove or exclude that member or other person from the meeting. | Members (3.4.10) and public (3.5.2) |
| Adjournment Following Disorder | |
| 145. Should any disorder continue, the chair, with absolute discretion, shall have the right to leave the chair, and the meeting shall stand adjourned for the period stated by the chair. The period should not exceed one hour. At the end of that period the meeting shall resume and decide without debate whether the meeting shall continue or be adjourned further. | 3.3.16 – time limit of 1 hour for adjournment has been removed |
| Qualified Privilege | |

| CURRENT | PROPOSED |
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| 146. The publication of defamatory matter contained in a publicly available agenda, report or minutes is privileged, unless it can be proved that the publisher was predominantly motivated by ill will or took improper advantage of the occasion of publication. | 3.19.1 - relates only to the agenda and minutes (not reports) |
| 147. Any oral statement made at any meeting in accordance with these Standing Orders is privileged, unless it can be proved that the person making the statement was predominantly motivated by ill will or took improper advantage of the occasion of publication. | 3.19.2 |
| RIGHTS OF COUNCILLORS TO RAISE MATTERS | |
| Normal Procedure | |
| 148. A member wishing to have a matter considered should submit an item to the relevant committee or subcommittee. The item should be submitted in writing to the Chief Executive two weeks prior to the specified meeting. The Chief Executive shall arrange for a report on the item if appropriate. | Four weeks notice and signatures of 1/3 of members for all notices of motion to have matter considered (3.14.1); 7 days notice for notice of motion for revocation or alteration of resolution (3.13.1) |
| 149. Items submitted by members will be placed on the agenda of the specified meeting, unless: | 3.14.2 |
| 149.1 the chair of the relevant committee or subcommittee decides to place the item on the agenda of the next meeting; or | 3.14.2 (bullet pt. 2) |
| 149.2 the Chief Executive, in consultation with the relevant chair, decides to place the item on the agenda of a different committee or subcommittee, if in the Chief Executive's opinion the item would be more appropriately dealt with by another committee or subcommittee. | 3.14.2 (bullet pt. 3) |
| 150. The chair will only be able to defer the item once. Notwithstanding this, the item may be declined for the reasons set out below (see Standing Orders 151 & 152). | Defer only once (3.14.2; bullet pt. 2); reasons for declining request (3.14.3) |
| Refusal | |
| 151. The chair may refuse to accept any item containing offensive or unbecoming expressions, or where the subject matter is not within the scope of the functions of the council authorised by law. | 3.14.3a |
| 152. No item will be accepted if, in the opinion of the chair it is to the same effect as a previous resolution of the Council, committee or subcommittee. In the event of a dispute between the chair and the member submitting the item the ruling of the chair shall be final . | 3.14.3e |
| MOTIONS AND AMENDMENTS | |
| Moving and Seconding of Motions or Amendments | |
| 153. At a Council meeting any member present may move a motion provided it is submitted as an amendment to a motion on the agenda. | 3.12.1 |
| 154. At a committee or subcommittee meeting any member may move a motion provided it is relevant to the business under discussion. | 3.12.1 |
| 155. A proposed amendment in any meeting will not be accepted if it: | 3.12.10 |
| 155.1 is not, in the opinion of the Chair, directly relevant to the unamended motion; or | 3.12.10a |
| 155.2 is in conflict with any amendment that has been carried; or | 3.12.10b |
| 155.3 is in similar terms to an amendment that has been lost; or | 3.12.10c |
| 155.4 would, if carried, negate a motion carried at a committee meeting under its delegated authority; or | 3.12.10.d |
| 155.5 is in conflict with the renewed issues provisions of Standing Order 171; or | Not included. Current SO requirements around renewed issues applies to all notices of motion under new SO |
| 155.6 amounts to a direct negative of the substantive motion. | 3.12.10f |

| CURRENT | PROPOSED |
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| 156. Movers and seconders of motions and amendments must be present for the duration of the discussion, and the vote, on that motion. If the mover or seconder is not present the chair must call for another member to replace the absent member. If no member will replace the absent member, the motion will lapse and will not be discussed. The reason for the motion lapsing will be recorded in the minutes. Discussion of an amendment is not to be considered discussion of the original motion for the purposes of this standing order. | 3.12.17 |
| 157. Only members who have not yet spoken to the motion may move or second an amendment. Members who have moved or seconded an amendment to the motion shall be deemed to have spoken to the motion. | 3.12.8 |
| 158. The mover of a motion or an amendment may introduce a motion or amendment in the absence of a seconder. However, every motion or amendment must be seconded before it can be debated. Notwithstanding this, the chair may move an amendment without the requirement of a seconder. | 3.12.2 - the chair may only move an amendment to a motion without a seconder with the agreement of the mover of a motion or amendment agrees, and only with the purpose to clarify the intent of the motion or amendment |
| 159. Any motion proposed but not seconded will lapse, will not be debated, and will not be entered in the record. | 3.12.2 |
| Reserving Speech | |
| 160 When a member seconds a motion she or he may speak immediately after the mover or reserve her or his address to a subsequent part of the debate. The seconder shall have priority over any members on the speaking list for the motion or amendment they have seconded. | 3.10.1 - SO silent on whether seconder has priority over other members on the speaking list. |
| Motion or Amendment in Writing | |
| 161. The mover of any motion or amendment may be required to supply it in writing. | 3.12.6 |
| Withdrawal, Replacement and Acceptance of Motion or Amendment without Debate | |
| 162. The chair may, with the leave of the meeting, accept a motion or amendment without debate. | Not included; foreshadowed amendments may be voted on without further debate (3.12.11) |
| 163. A motion or amendment, which has been moved and seconded, may be withdrawn by the mover by leave if there is no dissent. | 3.12.4 |
| Amendment to Statutory Hearing Reports | |
| 164. When the Council is considering a recommendation resulting from a statutory hearing process, no amendment may be moved other than: | 3.12.9 |
| 164.1 by the chair of the committee making the report, or the commissioner, or a Councillor authorised by the chair or commissioner to clarify or correct an error or omission in the report; or | 3.12.9a |
| 164.2 by the chair, or a Councillor authorised by the chair, on behalf of the committee unanimously. | 3.12.9b |
| Speaking to Amendments | |
| 165. Having been seconded, amendments shall be in effect a new motion and members may exercise their speaking rights accordingly. | Not directly included - inferred through the process included in 3.12.8 and 3.12.11 |
| 166. The movers of previous amendments shall be regarded as having spoken to the original motion only, and shall be entitled to speak to a new amendment. | 3.12.12 and 3.12.12 |
| Foreshadowing Amendments | |

| CURRENT | PROPOSED |
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| 167. No further amendment will be received until any previous amendment is disposed of. During debate on a motion or an amendment, a member may foreshadow an amendment or motion. The chair may ask whether any member wishes to second the foreshadowed amendment or motion. | 3.12.11 |
| 168. On disposal of the amendment under discussion, foreshadowed amendments may, at the discretion of the chair or by a decision of a majority of the meeting, be voted on without further debate. | 3.12.11 |
| Further Amendments When Previous Amendment Carried | |
| 169. When an amendment is carried it shall become part of the substantive motion which, subject to Standing Orders 153 – 170, shall then be capable of further amendment. | 3.12.13 |
| Process to Continue Until Final Resolution | |
| 170. The procedures outlined in Standing Orders 153 – 169 will continue until a final resolution is adopted. This is subject to the rule that amendments may be moved or seconded only by members who have not spoken to the motion, or who have not moved or seconded previous amendments. Such members may, however, speak to amendments moved and seconded by other members. | Procedure to continue until final (3.12.14); entitlement to move or second further motion (3.12.12 and 3.12.13) |
| Renewed Issues | |
| 171. When the Council, committee or subcommittee has voted on an issue, a motion covering substantially the same issue will not be accepted within the next six months unless it is signed by at least one third of the members of the Council. No further similar motion will be accepted within the following six months unless it is signed by a majority of the members of the Council. In cases of disagreement about the similarity of motions the Mayor's ruling shall be final. | Point of Order for motions or amendments on substantially same issue as resolution in last 6 months (3.17.5) Requirement for signatures from one third of members applies to all notices of motion, not just those covering the same issue within 6 months (3.14.1 and 3.13.1); |
| Revocation or Alteration of Resolution | |
| 172. If during the course of a meeting, fresh facts or information are received about a matter already resolved at that meeting, then the previous resolution may be revoked or altered by agreement of the majority of members present. | 3.13.3 |
| 173. The Chief Executive Officer may present to Council, committees and subcommittees reports that renew items for discussion and in effect propose the revocation of decisions previously made within six months of the existing decision. The reasons for the issue being brought back and potential risks to Council of not revisiting the matter should be detailed in the report. Such reports must be presented to the forum that made the existing decision. A simple majority vote of the meeting is sufficient for the issue to be re-debated. | Members can provide notice of motion for revocation or alteration (3.13.1); Chief executive may present report for revocation or alteration (3.13.4); SO silent on inclusion of reasons and risks in report, which forum to consider matter and nature of majority. |
| Revocation by Requisition | |
| 174. Notice in writing to revoke or alter any resolution or part of a resolution must be signed by the mover and the seconder; or in the case of a committee or subcommittee, by the chair. The notice shall state: | 3.13.1 |
| 174.1 the date of the meeting at which the affected resolution was passed; and | 3.13.1a |
| 174.2 the motion agreed to at the meeting, and | 3.13.1a |
| 174.3 the wording of the substitute motion. (See Standing Order 171) | 3.13.1a |
| 175. At least seven working days notice in writing shall be given to the Chief Executive before the meeting at which it is proposed to consider the proposed motion. | 3.13.1b - must also be signed by 1/3 of members |

| CURRENT | PROPOSED |
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| 176. At least five working days notice in writing shall be given to the Council of the proposed motion and of the meeting at which it is to be considered. | 3.13.1c |
| 177. If a proposed notice of motion to the Chief Executive is signed by a majority of the Council, no action shall be taken under the resolution proposed to be revoked or altered until the matter has been dealt with by the Council. | 3.13.2 - requirement is for 1/3 signatures not majority as in current SO |
| Referral of Motions from Committee | |
| 178. Committees need not refer to the Council any motion that is covered in their Terms of Reference and Delegated Authorities or which have been budgeted for in an Annual Plan or Business Plan approved by the Council. | 3.12.15 |
| 179. Committees may however, by majority decision, refer any motion to the Council. | 3.12.15 |
| 180. Where a substantive motion has been lost at a committee the motion may be referred to the Council if at least three Councillors make a formal request to the chair, immediately after the motion is lost and prior to the commencement of discussion on the next item on the agenda. Where a committee consists of all the members of Council the motion may be referred to Council if at least six Councillors make a formal request to the chair, immediately after the motion is lost and prior to the commencement of discussion on the next item on the agenda. | 3.13.16 |
| 181. At a Council meeting the chair of the relevant committee shall move the lost motion 'pro forma' and explain the nature of the matter. (See Standing Order 195) | 3.12.16 |
| Putting the Motion | |
| 182. The chair, or the meeting by majority resolution, may have a motion voted on in parts until the whole motion has been considered. | 3.12.7 |
| 183. Immediately prior to any vote the chair shall, if asked, read to the meeting the motion to be put. | Not included |
| 184. No member may speak to any motion after it has been put. | 3.12.18 |
| VOTING | |
| Open Voting | |
| 185. Every motion coming before the council shall be decided by open voting except where the Council resolves under Standing Order 185.1 to use an alternative open voting system when voting for selection of the Deputy Mayor, chairs of committees and any other Council representatives. | 2.5.3 and 3.18.3 |
| 185.1 The Council may, by resolution, use an open system of voting that requires that the person to be elected or appointed receive the votes of a majority of the membership of the Council or committee present and voting. Where more than one round of voting is required, the least successful candidate in a round of voting will not be a candidate in the next round of voting. Where there is an equality of votes and voting can proceed no further the council will decide by lot. | 2.6.1 |
| Decisions to be Made by Majority of Votes | |
| 186. Unless otherwise provided for in the Local Government Act or in these Standing Orders, the acts of a local authority must be done and the questions before the local authority must be decided at a meeting by a majority vote of the members present. | 2.5.1 and 3.18.1 |
| Members Must Vote | |
| 187. Every member present when a motion is put must vote unless they are prevented from doing so by Standing Orders 196 – 198 (to do with conflict of interest). | 2.5.4 and 3.18.4 |
| Method of Voting | |
| 188. The method of voting at meetings will be as follows: | 3.18.6 |

| CURRENT | PROPOSED |
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| 188.1 The chair in putting the motion, shall ask for those in favour to say 'Aye' and then for those against to say 'No'. The result shall be announced by the chair and will be final, unless it is questioned immediately, in which event the chair will call for a show of hands. | 3.18.6a |
| 188.2 If the electronic voting system is used each member must ensure that the electronic voting system has recorded their vote correctly. The result will be final unless questioned immediately. | 3.18.6 (c) - SO silent on result final unless questioned immediately |
| 188.3 At Council, all voting will be way of a division. | Not included - no requirement for division at Council meetings - SO provides for electronic voting system to be used if available |
| 189. The method of using the electronic voting system shall be consistent with its design specification. | Not included |
| 190. Any member may call for a show of hands either before the vote is taken or immediately after the chair has declared the result of a vote on the voices. | Chair to decide whether vote by voice or show of hands (3.18.6a); announcement questioned then chair must call for a division (3.18.6a); chair or member may call for a division after receiving opinion of voices and taking a show of hands (3.18.6b) |
| Recording of Vote | . |
| 191. A member may request that their vote for or against a motion or amendment be recorded in the minutes. | 3.18.5 |
| Division | |
| 192. When a division is called for, the names of the members voting 'Aye' or 'No' are to be recorded. The chair will then declare the result of the vote. The division may be conducted through the use of the electronic voting system where the voting system also records the names and votes of each member, subject to the availability of the system. | 3.18.7 - SO silent on whether division may be conducted using electronic voting |
| Second Division | |
| 193. In case of confusion or error in taking the division, unless the same can be otherwise corrected, a second division will be taken. | 3.18.8 |
| Casting Vote | |
| 194. The chair is to have a deliberative vote. Having exercised that vote, where there is an equality of votes, the chair may also exercise a casting vote except when voting for selection of the Deputy Mayor, chairpersons of committees and any other Council representatives under the provisions of Standing Order 185.1. | 2.5.2 and 3.18.2 |
| Voting at Council on Motions Lost at Committee | |
| 195. When a motion has been lost at a meeting of a committee and is moved at a meeting of the Council 'pro forma' by the chair of that committee, the chair has the discretion to vote for or against the motion. (See Standing Order 181). | 3.12.16 |
| CONFLICT OF INTEREST | |
| 196. At any official meeting at which Council business is being transacted, any member or officer who has any pecuniary interest concerning the matter under consideration is under a duty to declare it immediately. Having declared their interest the member or officer should leave the table and not be involved in the debate or decision making and may also leave the room until that matter has been disposed of. [Compare with the provisions of the Local Authorities (Members Interests) Act 1968] | 3.18.10 to 3.18.13 - SO only refers to members, not officers |
| 197. A member or officer, who considers that they have a conflict of interest that may prejudice impartial consideration of the matter under consideration, is under a duty to declare it immediately and indicate that they are withdrawing because of the conflict of interest. | 3.18.11 and 3.18.12 |

| CURRENT | PROPOSED |
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| 198. The fact that a member or officer has withdrawn from part or all of the meeting shall be recorded, together with the reasons for that withdrawal. | Pecuniary interest to be recorded in the minutes (3.18.10); conflict of interest to be recorded in minutes (3.18.13) |
| ADMISSION OF PUBLIC | |
| 199. All meetings of the Council, committees, subcommittees and other meetings shall normally be open to the public. | 2.16.1 |
| Resolution to Exclude the Public | |
| 200. Any meeting may go into public excluded session, but only if the meeting agrees by a majority resolution made in terms of section 48 (1) of the Local Government Official Information and Meetings Act 1987. | 2.17.1 |
| 201. When the meeting is in public excluded session, only members of the meeting, any other Councillors present, officers and any other persons specified in a resolution made in terms of section 48 (5) of the Local Government Official Information and Meetings Act 1987 may remain. | 2.17.4 |
| Notice not Required | |
| 202. Notice of motion to go into public excluded session shall not be necessary, and any resolutions passed in such session shall be proper resolutions. | Motion to be put when public present and copies of motion to be available to public present (2.17.3); SO silent on requirement (or not) for notice of motion |
| COMMUNITY BOARD PARTICIPATION | |
| 203. When a motion under debate relates to a matter that a Community Board considers to be of particular interest to the residents within its community, then the Community Board may, by resolution, nominate the chair or a member of the Board to speak, as of right, at Council, committee or subcommittee meetings when the motion is under debate. | 3.11.1 |
| 204. Such participation shall be subject to these Standing Orders. | 3.11.1 |
| PUBLIC PARTICIPATION | |
| 205. All public participation, at any meeting, shall be subject to the following conditions: | 3.22 - refers to public input which includes public participation and deputations |
| 205.1. No public participant shall use words which are considered by the chair to: | |
| • be defamatory; | 3.22.7 - disrespectful, offensive, or malice |
| • relate to private affairs of Councillors; | Not included |
| • be tediously repetitious; | Not included |
| • be offensive | 3.22.7 - disrespectful, offensive, or malice |
| • impute improper motives to any person. | 3.22.7 - disrespectful, offensive, or malice |
| 206. The chair may require the public participant who has used such words to cease their statement and leave the meeting. | 3.22.7 |
| 207. Public participation shall not be used to elicit answers to questions or to request information, as these should be the subject of formal requests under the Local Government Official Information and Meetings Act 1987. | Not included |
| Statements to Council Meetings | |

| CURRENT | PROPOSED |
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| 208. A period of up to 15 minutes shall be set aside near the beginning of Council meetings to enable members of the public to make statements about any motion on the agenda of that meeting, but excluding any matter on which comment could prejudice any specified statutory process the council is required to follow. | 3.22 - Public Input combines deputations and public participation with up to 60 minutes to be set aside at the beginning of a meeting of Council or committee for public input |
| 209. The time allowed for each speaker shall be up to 5 minutes. | 3.22.8 - time limit for individuals is 5 minutes and 10 minutes for a group |
| 210. A maximum of 5 public participants will be allowed per Council meeting. The Mayor will determine the amount of time allocated to each public participant. | Not included, but time limit of 60 minutes could enable 12 speakers |
| 211. No statements by public participants to the Council shall be allowed unless a written, electronic or oral application has been received by the Chief Executive by 12.00 noon of the working day prior to the Council meeting and the Mayor's approval has subsequently been obtained. The application shall include the following: <ul style="list-style-type: none"> • name of participant; • organisation represented (if any); • meeting at which they wish to participate; and motion on the agenda to be addressed. | 3.22.3 - application for public input must be received 2 working days before the meeting. The chairperson may refuse request if repetitious or offensive. |
| Statements to Committee or Subcommittee Meetings | |
| 212. A period of up to 15 minutes shall be set aside near the beginning of committee and subcommittee meetings (and 25 minutes for committees of the whole) to enable members of the public to make statements about any matter on the agenda for that meeting and/or any matter for which the committee or subcommittee is responsible but excluding any matter on which comment could prejudice any specified statutory process the Council is required to follow. | 3.22 - Public Input combines deputations and public participation with up to 60 minutes to be set aside at the beginning of a meeting of Council or committee for public input |
| 213. No statements by public participants to a committee or subcommittee shall be allowed unless the Chief Executive has received a written, electronic or oral application by 12:00 noon of the working day prior to the meeting, and the Chair's approval has subsequently been obtained. The application shall include the following: <ul style="list-style-type: none"> • name of participant; • organisation represented (if any); • meeting at which they wish to participate; and ; • matter to be addressed. | 3.22.3 - application for public input must be received 2 working days before the meeting. The chairperson may refuse request if repetitious or offensive. |
| 214. Members of the meeting may put questions to any public participants relevant to the matter being raised. Any questions must be asked and answered within the time period given to a public participant. The chair shall determine the number of questions. | 3.22.6 - members may ask pertinent questions but must not express an opinion or discuss the subject until speaker has completed their address and answered questions. No limit on number of questions specified |
| 215. Where a member of the public has specialist knowledge of a matter on the agenda the chair may invite public participants to engage in discussion of that matter at the time of consideration of the agenda item by the committee or subcommittee. | Not included, |
| DEPUTATIONS | |
| 216. Deputations, from organisations or groups of people with a specific purpose or common view, may be received by the Council, committees or subcommittees provided the application: | 3.22 - Deputations included in Public Input |
| 216.1 sets out the subject of the deputation; | 3.22.3 |

| CURRENT | PROPOSED |
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| 216.2 is a matter for which the committee or subcommittee is responsible; | SO silent on whether within area of responsibility of particular committee |
| 216.3 has been lodged with the Chief Executive at least 5 clear working days before the date of the meeting concerned; and | 3.22.3 - notice period is 2 days |
| 216.4 has been approved by the Chair. | 3.22.3 |
| 217 The chair's approval to a deputation must be obtained. No member of a deputation shall use words which are considered by the chair to: <ul style="list-style-type: none"> • be defamatory; • relate to private affairs of Councillors; • be tediously repetitious; • be offensive • impute improper motives to any person. | Approval of chair (3.22.3); termination of address if disrespectful (3.22.7) |
| 218. Notwithstanding Standing Order 216, where in the opinion of the chair the matter is one of urgency or major public interest, the chair may determine that the deputation be received by the Council, committee or subcommittee meeting. | 3.22.5 - provides for public input if subject urgent or major public interest |
| 219. Except with the approval of the Council, committee or subcommittee, not more than two members of a deputation may address the meeting. After a deputation is received members may put to the deputation any question pertinent to the subject heard, but no member shall express an opinion upon, or discuss the subject, nor move a motion until the deputation has completed making its submissions and answering questions. | 3.22.8 - no limit on number of speakers from particular interest group or organisation but all speakers have maximum total of 10 minutes speaking time |
| 220. The chair may terminate a deputation in progress which is disrespectful or offensive, or where the chair has reason to believe that statements have been made with malice. | 3.22.7 |
| 221. Unless the meeting determines otherwise in any particular case, a limit of ten minutes shall be placed on any deputation addressing the meeting. | 3.22.8 - limit of 10 minutes per organisation or interest group to address a meeting |
| PETITIONS | |
| 222.1 Any person or organisation may present a petition about any matter within the council's jurisdiction to the Council or to any of its committees. | 3.23 |
| 222.2 The petition may be in any form so long as its purpose, intent and expected actions are clearly stated. | 3.23 |
| Method of Presentation | |
| 223. Any person may present a petition on behalf of the petitioners, and when called by the chair, shall state only the purpose of the petition, the nature of the parties from whom it comes, and the number of signatures attached to it. | 3.23.1 |
| Receipt of petition | |
| 224. Once a petition has been presented the meeting shall decide what further action is to be taken on the issues set out in the petition | 3.23.4 |
| MISCELLANEOUS | |
| Disclosure of Confidential Information | |
| 225. Subject to the provisions of the Local Government Official Information and Meetings Act 1987, no member of any meeting or an officer, or other person shall divulge to any person other than a Councillor, or an officer: | 2.19.1 |
| 225.1 any evidence taken by the Council, committee or subcommittee in public excluded session; or | 2.19.1 |
| 225.2 any documents or reports presented to the Council in public excluded session; or | 2.19.1 |
| 225.3 any discussions and deliberations at any meeting in public excluded session; or | 2.19.1 |
| 225.4 any recommendations of any committee or subcommittee which are to be dealt with subsequently by the Council in public excluded session. | 2.19.1 |

| CURRENT | PROPOSED |
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| Questions | |
| 226. There shall be a place for questions on the agenda of each meeting of the Council. | 3.9.3 - questions included in the list of items to be on a Council agenda |
| 227. Before putting a question the member shall, in the first instance, endeavour to obtain the relevant information from the appropriate Officer or the chair of the relevant committee. | 3.24.2 - relates to committee and council meetings |
| 228. All questions shall be in writing and shall be received by the Mayor, the chair of the relevant committee or the Chief Executive, no later than 24 hours prior to the start of the meeting. | 3.24.2 - relates to committee and council meetings |
| 229. The question may raise any matter relevant to the functions of the Council that does not appear on the agenda or arise from any report submitted to the Council for that meeting. | 3.24.2 - relates to committee and council meetings |
| 230. Both questions and answers shall be concise. There shall be no discussion to follow the question. | 3.24.2 - relates to committee and council meetings |
| 231. The Mayor may rule a question out of order if it is considered to be frivolous, or simply a statement not requiring an answer, or is offensive in terms of these Standing Orders, or has no relation to council affairs. | 3.24.2 - relates to committee and council meetings |
| 232. If possible, an answer to the question shall be given orally at that meeting, with both the question and the answer being noted in the records. | 3.24.2 - relates to committee and council meetings |
| 233. If an answer to the question cannot be given at that meeting, the question shall be noted in the records and both the question and the answer shall be circulated to all Councillors and attached to the minutes. | 3.24.2 - relates to committee and council meetings |
| Papers may be left to Lie on the Table | |
| 234. Papers about any matter on the agenda may be left to lie "On the Table" at any meeting. | 3.16.2 |
| 235. Such papers may be presented by any Member or the Chief Executive. | Not included |
| 236. All papers left to lie on the table at public meetings shall be considered public. | 2.16.2 |
| 237. Any content of papers left to lie on the table during public excluded sessions shall be considered public only insofar as they may be made so under the Local Government Official Information and Meetings Act 1987. | 2.16.2 and 2.19.1 |
| Information Supplied by Officers | |
| 238. Information required by members for the conduct of Council (or closely related business) shall be supplied to them by the Chief Executive, or the Management Team member concerned. | 3.24.3 |
| 239. Copies of such information shall also be supplied by the Chief Executive to the chair of the committee or subcommittee concerned and to the Mayor. | 3.24.3 |
| 240. No information so obtained by any Councillor shall be used for any purpose other than for the proper discharge of that Councillor's functions and responsibilities. | 3.24.3 |
| 241. No such information shall be used in discussion at any meeting unless the source of such information is disclosed by the Councillor using it. | 3.24.3 |
| 242. When an officer is introducing a report, a member may, at the Chair's discretion, ask any questions of the officer on any matter relating to the report. | 3.24.3 |
| Appendix 1 | |
| Workshop Meetings | Not included |
| 1. A quorum of any workshop meeting or meeting solely for information and discussion shall be based on the quorum of the Committee, Subcommittee or Council, when meeting as a Committee, holding the meeting. | Not included |

| CURRENT | PROPOSED |
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| 2. The adjournment of any workshop meeting or meeting solely for information and discussion for want of a quorum shall be in accordance with Standing Orders. (See Standing Orders 63 – 67) | Not included |
| 3. The Chair of the Committee, Subcommittee or Council, when meeting as a Committee, holding the workshop meeting or meeting solely for information and discussion shall preside in accordance with Standing Orders. (See Standing Orders 56 and 57) | Not included |
| 4. The proceedings of every workshop meeting or meeting solely for information and discussion shall be recorded, including the following: | Not included |
| 4.1 the names of the Members attending; | Not included |
| 4.2 the nature of the business conducted during the meeting; and | Not included |
| 4.3 the proceedings of the meeting. | Not included |
| 5. The record of any workshop meeting or meeting solely for information and discussion shall be circulated, amended and authenticated in accordance with Standing Orders. (See Standing Orders 85 - 90). | Not included |