



APPENDIX B

Part 4 – Council Rules of Procedure

Section 1 The Council's Rules of Procedure

PART 1 – PROVISIONS REGARDING THE MAYOR AND MEETINGS (RULES 1 TO 8)

1. MAYOR MAKING AND ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

1.1.1 Mayor Making and the Annual Meeting of the Council shall take place at such time as the Council shall determine.

1.1.2 The Mayor Making will:

- (a) elect a person to preside if the Mayor is not present;
- (b) receive apologies for absence;
- (c) elect the Mayor; and
- (d) elect the Deputy Mayor;

1.1.3 The Annual Meeting will:

- (a) elect a person to preside if the Mayor is not present;
- (b) receive apologies for absence;
- (c) receive declarations of interest;
- (d) approve the minutes of the last meeting;
- (e) receive any announcements from the Mayor and the Chief Executive;
- (f) receive the Code and General Principles of Conduct;
- (g) receive the annual report of the Standards Committee;
- (h) elect the Leader;
- (i) appoint at least one Overview and Scrutiny Committee, a Standards Committee and such other Committees as the Council considers appropriate;
- (j) agree the Council's Delegations Document;
- (k) consider any business previously agreed by Council set out in the Notice convening the meeting; and
- (l) amend the Constitution where necessary.

1.1.4 At the discretion of the Council, the Mayor Making and Annual Meeting will be held as separate meetings.

1.2 Selection of Councillors on Committees and Outside Bodies

At the Annual Meeting, the Council Meeting will:

- (a) decide which Committees to establish;
- (b) decide the size and terms of reference for those Committees (except the Cabinet);
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) receive nominations of Members to serve on each Committee and outside body; and
- (e) appoint to those Committees and outside bodies except where appointment to those bodies has been delegated by the Council.

2. ORDINARY MEETINGS

- 2.1 Except as provided in paragraphs 2.2 and 2.3 below, the order of business at every meeting (apart from Mayor Making and the Annual meeting) will be as follows:
- (a) choose a Member to chair the meeting if the Mayor and Deputy Mayor are absent;
 - (b) receive apologies for absence;
 - (c) receive declarations of interest;
 - (d) conduct any business which must, by law, be dealt with;
 - (e) approve minutes of the previous meeting;
 - (f) hold “communications time” comprising announcements by the Mayor, the Chief Executive and the Leader of the Council (and Members of the Cabinet);
 - (g) conduct any business left over from the previous meeting;
 - (h) hold “community involvement time” comprising questions from the public; questions from ward councillors and questions to Committee Chairmen; questions to representatives of the Police and Fire Authorities and the receipt of petitions.
 - (i) hold “executive business time” comprising questions to the Leader and Cabinet Members and a report of all Executive decisions taken since the last meeting of Council with the opportunity for questions from Members; and
 - (j) hold “Council business time” comprising notices of motion; recommendations of the Executive and of any Committee; reports and recommendations of the Proper Officer and any other business which needs to be transacted by the Council.
- 2.2 At ordinary meetings, the Council will only deal with business that is set out within the summons, unless the Mayor decides that a matter is urgent. In the case of urgent business, the Mayor shall announce at the beginning of the meeting after apologies have been announced that an extra item is to be placed before the Council and will explain why the matter is so urgent. The reasons will be recorded in the minutes of the meeting.
- 2.3 The Chief Executive may vary the above order of business in the summons for the meeting with the approval of the Mayor where this will facilitate the effective conduct of the business to be transacted at the meeting.
- 2.4 The order of business set out in paragraph 2.1 above may be changed at the start of the meeting:
- (a) by the Mayor with the Council’s permission; or
 - (b) by resolution passed by the Council. The motion will be put without discussion, and does not have to be in writing.
- 2.5 Nothing in these rules of procedure will prevent prayers before any Council meeting.

3. EXTRAORDINARY MEETINGS

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

- (a) the Council by resolution;
- (b) the Mayor at any time;

- (c) in the absence of the Mayor or if the Mayor is unable to act for any reason, the Deputy Mayor;
- (d) the Monitoring Officer; and
- (e) if five Members of the Council ask the Mayor to call an Extraordinary meeting of the Council and the Mayor refuses to call a meeting or does not call one within seven days of receiving the request then the five Members of the Council can call the Extraordinary meeting.

Any request to the Mayor to call an Extraordinary meeting of the Council must be made in writing and delivered to the Chief Executive.

4. THE MAYOR AND DEPUTY MAYOR

- 4.1 The Mayor will be appointed at Mayor Making and the Deputy Mayor will be appointed immediately following the appointment of the Mayor.
- 4.2 If both the Mayor and the Deputy Mayor are absent from a meeting, the Council must choose a Member of the Council to chair the meeting.
- 4.3 The Member chairing the meeting can use the Mayor's powers and carry out his or her duties. This includes the right to exercise a second (and casting) vote.
- 4.4 When the Deputy Mayor takes any action under any legal provisions or the rules of procedure, the Mayor must inform the Council why he or she is unwilling or unable to take action.
- 4.5 Where these rules apply to Committee and Sub-Committee meetings, references to the Mayor also include the Chairman of Committees and Sub-Committees.

5. PRIVATE MEETING TO CHOOSE A MAYOR

The Chief Executive will invite Members to hold a private meeting each year. The meeting should be held at least two months before the Council's Mayor Making. The Chief Executive will give at least seven days notice of the private meeting. However, the notice will not be published and the proceedings will not have any legal effect.

6. NOTICE OF AND SUMMONS TO MEETINGS

The Chief Executive will give a statutory notice to the public of the time and place of the Council meetings. The Chief Executive will send a summons to every Member of the Council of the date, time and place of the meeting. The summons will also specify the business to be transacted, and will be accompanied by the relevant reports.

7. QUORUM

- 7.1 The Council's quorum will be one quarter of all its Members.
- 7.2 If, during any meeting, there is not a quorum present, the meeting will be declared postponed by the Mayor.
- 7.3 If a meeting is postponed, the Mayor may decide to arrange an Extraordinary meeting to deal with the unfinished business which should have been included in the meeting.

If the Mayor does not set a date, the unfinished business will be dealt with it at the next Ordinary meeting of the Council.

8. DURATION OF MEETING AND THE GUILLOTINE

8.1 Guillotine

Where four hours have elapsed after the commencement of any Council meeting (and in the case of an Extraordinary meeting when two hours have elapsed since commencement of the meeting) the Mayor must interrupt the meeting and call for the vote immediately on the item under discussion. Any Member speaking must immediately sit down. The vote will be taken without further discussion.

8.2 Motions and recommendations not dealt with

If there are other motions and recommendations on the agenda that have not been dealt with at the end of the four hour period (or two hour period in the case of an Extraordinary meeting) they are deemed to be formally moved and seconded. No speeches will be allowed on these items and the vote will be taken in the usual way.

8.3 Recorded vote

If a recorded vote is called for during this process it will be taken immediately.

8.4 Motions which may be moved

During the process set out in paragraphs 8.1 to 8.3 above the only other motions which may be moved are that a matter be withdrawn or that a matter be delegated or referred to an appropriate body or individual for decision or report. Such motions must be moved and seconded and the vote will then be taken in the usual way without further discussion. A mover of motion under this provision will have the right to explain the purpose of the motion in a speech of up to 2 minutes. No debate will be allowed.

8.5 Suspension of the Guillotine

Where the Council believes that a specific extension of time is warranted it can suspend paragraph 8.1 above. However, no motion to suspend this rule to extend the meeting shall be permitted after this rule has taken effect.

8.6 Close of the Meeting

When all motions and recommendations have been dealt with the Mayor will declare the meeting closed.

**PART 2 – PROVISIONS REGARDING THE FORMAT OF THE MEETING AND QUESTIONS
(RULES 9 TO 16)**

9. COMMUNICATIONS

9.1 Mayor’s and Chief Executive’s Announcements

Part of the order of business shall be designated for communications. The Mayor and the Chief Executive shall have the opportunity to make announcements. The time limit for announcements by the Chief Executive shall be 5 minutes.

9.2 Leader’s Announcements

9.2.1 The Leader of the Council (and/or Member(s) of the Cabinet as determined by the Leader) shall have up to 5 minutes in total to provide a report on the current and future business of the Council which the Leader believes should be brought to the attention of Members of the Council.

9.2.2 The Leaders of the respective Opposition Groups shall have up to 5 minutes to ask brief questions on any matter raised within the Leader’s report. There shall be no right to ask supplementary questions relating to issues raised during this part of the meeting.

10. COMMUNITY INVOLVEMENT

10.1 General

Part of the order of business shall be designated for community involvement. During this part of the meeting there shall be provision for:

1. questions from the public;
2. questions from ward councillors and to Chairmen of Committees;
3. questions to representatives of the Police and Fire Authorities; and
4. the receipt of petitions.

10.2 Procedure

The questions during this part of the meeting shall be dealt with in accordance with the general provisions on questions at rule 11 and the petitions shall be dealt with in accordance with the provisions at rule 12.

11. GENERAL PROVISIONS ON QUESTIONS

11.1 General

Members of the Council and the public may ask questions at ordinary meetings of the Council by giving appropriate notice under this the following paragraphs.

11.2 Order of questions

The order in which questions shall be presented to the meeting shall be determined by a draw for each section of the meeting. The draws shall be conducted by the Chief Executive (or senior officer appointed for this purpose). The draws may be attended by

any Member of the Council by prior notice delivered in writing to the Chief Executive before the deadline for submission of questions..

11.3 Notice of questions

11.3.1 A question may only be asked if notice has been given by delivering it in writing, by facsimile transmission or by electronic mail to the Chief Executive **not later than 12 noon, five working days before the day of the Council meeting (not including the day of the meeting itself)**. Each question must give the name and address of the questioner and must name or clearly identify the Member to whom it is to be put.

11.3.2 If the Mayor decides that a matter is urgent he or she can ask the Leader or Cabinet Member a question without giving notice provided a copy of the question is delivered to the Chief Executive not later than 12 noon on the day of the meeting. In such circumstances, the Mayor shall have discretion as to the order in which it is presented to the meeting notwithstanding the draw undertaken by the Chief Executive at paragraph 11.2 above.

11.4 Number of questions

No person may submit more than two questions in total to a Council meeting and no more than two such questions may be asked on behalf of one organisation.

11.5 Scope of questions

11.5.1 As a matter of general principle, Members of the Council shall submit questions on matters of policy rather than seeking factual information that could be obtained outside the Council meeting.

11.5.2 If the Chief Executive feels that a question under Rule 11 is:-

- (a) not about a matter for which the Council (or relevant authority) has a responsibility or which affects the City;
- (b) illegal, improper, irregular, frivolous or offensive;
- (c) substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- (d) requires the disclosure of confidential or exempt information;

she/he shall inform the Mayor who will then decide whether or not to allow the question to be put. If the Mayor decides not to allow a question his or her reasons will be recorded in the minutes of the meeting and will not be open to debate. If the Mayor decides to allow the question the Chief Executive shall inform the appropriate Member that she/he thought the question should not have been put.

11.6 Record of questions

11.6.1 The Chief Executive can edit any question provided the person asking the question is consulted about any alteration. The Solicitor to the Council will enter each question in a book open to public inspection and will immediately send a copy of the question to the Member to whom it is to be put.

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

11.7 Asking the question at the meeting

The Mayor will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Mayor to put the question on their behalf. The Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

11.8 Supplementary question

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply and be directed to clarifying the reply. The Mayor may reject a supplementary question on any of the grounds in paragraph 11.5.2 above. One minute is allowed for putting a supplementary question.

11.9 Answers

11.9.1 An answer can take any of the following forms:

- (a) a direct oral answer;
- (b) a reference to one of the Council's publications if it answers the question;
- (c) if it would not be practicable or appropriate to answer a question orally the Member will supply a written answer to the questioner and group secretaries within 7 days.

11.9.2 The person asked the question may refuse to answer but must give his or her reasons for doing so. Two minutes are allowed for answering a supplementary question.

11.9.3 Any Member speaking at the expiry of this period shall be allowed to finish their question or answer. Any questions not fully answered at the end of the allotted period will be answered in writing within 7 days.

11.9.4 Unless the Mayor decides otherwise, no discussion shall take place on any question, but any Member may move that a matter raised by a question be referred to the Executive or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

11.10 Records of Questions and Answers

A summary of the key points of questions asked on notice and replies given will be produced after each Council meeting as an annex to the Minutes.

12. SPECIFIC PROVISIONS ON QUESTIONS ON NOTICE

12.1 Questions relating to Ward Matters and to Committee Chairmen

Subject to Rule 11.4, a Member may ask one question of a Cabinet Member or Chairman of a Committee relating to a matter relevant to his or her ward or to a Committee Chairman on the business of the Committee. A total of 10 minutes shall be allowed for this part of the meeting.

12.2 Questions of Police and Fire Authority Representatives

Subject to Rule 11.4, a Member may ask one question of any designated representative of the Police and/or Fire Authorities any question about how the Authority which they represent carried out any of its functions. A total of 10 minutes shall be allowed for this part of the meeting. As background information for these questions, either a written report from either or both of the Police or Fire Authorities or their minutes where either Authority is not submitting a written report, may be circulated with the Council agenda but will not be debated except by means of questions given on notice.

12.3 Questions of the Leader and Members of the Executive

Subject to Rule 11.4, a Member may ask up to two questions of the Leader and/or any members of the Executive. A total of 20 minutes shall be allowed for this part of the meeting.

(Note: Rule 11.4 prescribes that a Member may ask no more than a total of 2 questions on notice at a meeting)

13. PETITIONS

13.1 Members and residents can present petitions.

13.2 Every petition must be polite and must be relevant to the Council or a matter which affects Peterborough.

13.3 If a Member is presenting a petition, he or she must say what it is about without commenting. The Solicitor to the Council will refer it to the Executive or appropriate Committee for consideration.

13.4 Petitions from residents must contain at least 25 signatures. If a resident wants to present a petition, **the Chief Executive must receive written notice and the wording of the petition no later than 4 pm on the day before the meeting.** No more than two residents must present the petition and say what it is about, without commenting. The Solicitor to the Council will refer it to the Executive or the Committee.

13.5 There will be no debate about a petition when it is presented.

13.6 A report to Cabinet about the action taken on the petition will be made no later than the second Ordinary meeting of the Council following the meeting when the petition was presented.

14. EXECUTIVE BUSINESS TIME

14.1 General

Part of the order of business shall be designated for the business of the Executive which shall comprise:

1. Questions to the Leader and Cabinet Members; and

2. A report of all Executive decisions taken since the last meeting of Council and an opportunity for all members of the Council to ask questions without notice concerning those decisions.

14.2 Questions with Notice

A total of 20 minutes shall be allowed for questions on notice to the Leader and Cabinet Members. The provisions set out at paragraphs 11.7 to 11.9 shall apply to questions and answers. One minute is allowed for putting supplementary questions and 2 minutes are allowed for answers to supplementary questions.

14.3 Questions without Notice by Members on Reports of the Executive

- 14.3.1 The time allowed for discussion of reports of all of the Executive's decisions shall be limited to 40 minutes from the time the report is moved unless the Mayor agrees to extend this period. Once this period has elapsed debate on the report shall cease immediately. Subject to the rulings of the Mayor, there shall be no time limits applied to the length of questions and answers during this part of the meeting.
- 14.3.2 Once the report has been moved and seconded, the Mayor will call each page of the report in turn. A Member may ask the Leader any question without notice upon an item of the report of the Cabinet when that item is being received or under consideration by the Council. The Leader must answer each question immediately. The Leader may ask any Member to answer on his or her behalf where appropriate. The Mayor can rule out questions for being repetitive or for some other reason stating his or her reasons for doing so. Preambles to a question should be avoided, and the Mayor may prevent what he or she believes to be an unreasonable preamble to a question or supplementary question and require the question to be put immediately.

15. COUNCIL BUSINESS TIME

15.1 General

Part of the order of business shall be designated for discharging Council functions which shall comprise:

1. Motions on Notice (See Rule 15);
2. Recommendations of the Executive and of any Committee reports (See Rule 20);
3. Recommendations of the Proper Officer (See Rule 20); and
4. Any other business which needs to be transacted by the Council.

15.2 Motions on Notice

- 15.2.1 Except for motions which can be moved without notice under rule 16 below, written notice of every motion, signed by the Member giving the notice, **must be delivered to the Chief Executive not later than 10.00 am on the sixth working day before the date of the meeting not including the day of the meeting.** The notice may also be given by facsimile transmission or electronic mail to the designated e-mail account in Democratic Services. The Chief Executive will date the motion, number it in the order in which it is received and enter it in a book which every Member can inspect. Where a Member wishes to give notice of motion by way of electronic mail the notice need not be signed.

- 15.2.2 In the summons for every meeting, the Chief Executive will set out all motions in the order the Council received them, unless when the Member gave the notice, they said, in writing, that they plan to move it at some later meeting, or they have since withdrawn it in writing.
- 15.2.3 Every motion must be relevant to the Council or a matter which affects Peterborough.
- 15.2.4 If a motion set out in the summons is not moved (either by the Member who gave notice or by another Member on their behalf), it will be treated as though it has been withdrawn and it will not be moved without fresh notice, unless the Council gives permission for it to be postponed.
- 15.2.5 Every motion proposed under paragraph 15.2.1 above must be formally proposed and seconded.
- 15.2.6 If notice is given of any original motion which the Chief Executive feels is illegal, irregular or improper or would have the effect of the Council exercising an Executive function within the current Budget and Policy Framework, he or she will inform the Mayor who will decide whether to accept the motion and place it on the agenda. If the Mayor decides not to accept the motion, the Chief Executive will tell the Member who gave the notice.

16. MOTIONS AND AMENDMENTS WHICH CAN BE MOVED WITHOUT NOTICE

- 16.1 The following motions may be moved without notice:
- (a) to appoint a Chairman of the meeting at which the motion is moved;
 - (b) to reflect the accuracy of the Minutes;
 - (c) to change the order of business in the agenda;
 - (d) to refer something to an appropriate body or individual;
 - (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
 - (f) to receive reports or adoption of recommendations of Committees or officers and any resolutions following from them;
 - (g) to withdraw a motion;
 - (h) to amend a motion;
 - (i) to extend time limits for speeches;
 - (j) to proceed to the next item within the report;
 - (k) to proceed to the next agenda item;
 - (l) to move that the question be now put;
 - (m) to adjourn a debate;
 - (n) to adjourn a meeting;
 - (o) to move that the meeting continue beyond 4 hours in duration (2 hours in the case of Extraordinary meetings)
 - (p) to suspend a particular Procedure Rule (Standing Order);
 - (q) to exclude the public and press in accordance with the Access to Information Rules;
 - (r) to not hear further a Member named or to exclude them from the meeting; and
 - (s) to give the consent of the Council where its consent is required by this Constitution.

PART 3 – RULES OF DEBATE AND REPORTS FOR DECISION (RULES 17 – 22)

17. RULES OF DEBATE FOR COUNCIL MEETINGS

17.1 No speeches until motion seconded

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

17.2 Right to require motion in writing

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

17.3 Secunder's speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate as long as the debate has not been closed under paragraph 17.11 below.

17.4 Content and length of speeches

17.4.1 Speeches must be directed to the question under discussion or to a personal explanation or point of order. A speech by the mover of a motion will not be longer than 5 minutes. Any other speech will not be longer than 3 minutes. The Mayor can give permission for a speaker to speak for an extra period.

17.4.2 Paragraph 17.4.1 above shall not apply to a debate on the Budget at the Annual Budget meeting, or at such other special Budget Council meeting convened in accordance with paragraph 3.1 above, where speeches shall not be subject to any time limit.

17.4.3 Paragraph 17.4.1 may also be varied by the Mayor upon advice from the Chief Executive if different arrangements would facilitate more effectively the conduct of business.

17.5 When a Member may speak again

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

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he or she last spoke;
- (c) if his or her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he or she spoke was carried);
- (d) to exercise of a right of reply;
- (e) to speak on a point of order or giving information;
- (f) by way of personal explanation; or
- (g) to ask the appropriate Member a specific question.

17.6 Amendments to motions

17.6.1 An amendment to a motion must be relevant to the motion and will either be:

- (a) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (b) to leave out words;
- (c) to leave out words and insert others; or
- (d) to insert words.

as long as the effect of (a) to (d) above is not to negate or cancel the motion if this could be otherwise achieved by voting against the motion.

17.6.2 Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been voted on.

17.6.3 If an amendment is not carried, other amendments to the original motion may be moved.

17.6.4 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

17.6.5 After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

17.7 Alteration of motion

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

17.7.2 A Member may alter a motion which he or she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.

17.7.3 Only alterations which could be made as an amendment may be made.

17.8 Withdrawal of motion

A Member may in writing withdraw a motion which he or she has moved without consent at any time before the meeting, or alternatively with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.

17.9 Right of reply

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

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

17.9.3 The mover of the amendment has no right of reply to the debate on his or her amendment.

17.9.4 Any Member who is replying under this paragraph 13.9 or paragraph 13.11 below must only answer previous speakers. They must not introduce any new matters into debate.

17.9.5 When the right to reply has been taken we will put the motion or amendment to the vote.

17.10 Motions which may be moved during debate

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

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) to proceed to the vote;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting continues beyond the guillotine;
- (h) to exclude the public and press in accordance with the Access to Information Rules;
- (i) to not hear further a Member named under Section 3 paragraph 6.3 above or to exclude them from the meeting under Section 3 paragraph 6.4 above; and
- (j) that a specific standing order be suspended.

17.11 Closure motions

17.11.1 A Member may move, without comment, the following motions at the end of a speech of another Member:

- (a) to proceed to the next item within the report;
- (b) to proceed to the next agenda item;
- (c) to proceed to the vote;
- (d) to adjourn a debate; or
- (e) to adjourn a meeting.

17.11.2 If a motion under either paragraph 17.11.1 (a), (b) or (c) above is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then proceed to the vote.

17.11.3 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he or she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

17.12 Point of order

A Member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of the Rules of Procedure (Standing Orders) or the law. The Member must indicate the rule or law and the way in which he or she considers it has been broken.

17.13 Point of information

When giving a point of information a Member must briefly give information to correct an alleged inaccuracy in a speech about the matter.

17.14 Personal explanation

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

17.15 Mayor's Ruling

The Mayor's ruling on a point of order, point of information or personal explanation will be final and will not be open to discussion.

18. PREVIOUS DECISIONS AND MOTIONS

18.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past 6 months cannot be moved unless the notice of motion is signed by at least 12 Members. Once Council has determined the motion or amendment no Member can propose a motion or amendment to cancel it for at least 6 months.

18.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past 6 months cannot be moved unless the notice of motion or amendment is signed by at least 12 Members. Once Council has determined the motion or amendment, no Member can propose a similar motion or amendment for at least 6 months.

19. MINUTES

19.1 Signing the minutes

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

19.2 Form of minutes

Minutes will contain all motions and amendments in the order the Mayor put them.

20. RECEPTION OF REPORTS OF THE CABINET AND COMMITTEES

20.1 When a report of the Executive, a Committee or Sub-Committee reporting directly to the Council is called for consideration, the procedure is as follows.

- (a) The Leader, Chairman or Vice-Chairman will present and move a motion. If they are not at the meeting, another Member of the Executive or the Committee will do this;

- (b) The mover of the report will move 'that the report of the Executive/Committee be received and adopted by the Council'. In doing so, they will be considered to have moved each recommendation in the report when the Mayor calls the page, unless the mover has withdrawn the item or has announced that he or she disagrees with it;
- (c) No seconder is needed for moving that a report or a recommendation is received.
- (d) Before moving that the report is received, the moving Member can say that they do not move the report or any recommendation it contains because they disagree with it. If this happens, another Member of the Executive or Committee can move the report or recommendation; and
- (e) After moving that the report is received, the Member, (subject to Council's consent) can:
 - (i) Withdraw any paragraph containing a recommendation. If this happens, Council will deal with the recommendation as an item of business at its next Ordinary meeting. If the matter is urgent, Council will call an Extraordinary meeting; or
 - (ii) Provide more information about any item in the report. If the extra information relates to financial matters, it must be given in a written report.

20.2 Once the Member has moved that the report is received, the Mayor will call each page of the report in turn, and any Member can do the following.

- (a) Ask any question on a paragraph of the report in line with paragraph 11 above;
- (b) When Council is considering a recommendation, move an amendment to that recommendation; or
- (c) When Council is considering a recommendation, move that the Committee should consider the matter again. This motion will overrule any amendment under paragraph 20.2(b) above.

20.3 A Member who has moved or seconded a motion under paragraph 20.2(c) above of this rule which has been lost will be allowed to move or second an amendment on the recommendation as long as they have not already spoken on the recommendation.

20.4 Where an amendment is moved under paragraph 20.2(c) above, the rules of debate under rule 17 above will be suspended and the following procedure will apply:

- (a) the mover may speak for up to 5 minutes;
- (b) one speech not more than 5 minutes long can be made in reply;
- (c) the seconder may speak for up to 3 minutes; and
- (d) a second reply not more than 3 minutes long can be made.

No other debate will be allowed and no other amendment will be in order.

20.5 The time allowed for discussion of reports containing recommendations or matters to be determined from the Executive or a Committee which require a decision of Council shall not be limited.

21. STATE OF PETERBOROUGH DEBATE

21.1 Calling of debate

The Leader may call a state of Peterborough debate annually on a date and in a form to be agreed with the Mayor.

21.2 Form of debate

The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the state of Peterborough debate.

21.3 Chairing of debate

The debate will be chaired by the Mayor.

21.4 Results of debate

The results of the debate will be:

- (a) disseminated as widely as possible within the community and to agencies and organisations in the area; and
- (b) considered by the Leader in proposing the Budget and Policy Framework to the Council for the coming year.

22. INTERPRETATION

General

All functions in the above rules that are identified as being the responsibility of the Chief Executive may be exercised on her/his behalf by the Monitoring Officer, Head of Legal Services or Principal Democratic Services Officer.

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