

# Part 4 - Rules of Procedure

## Council Procedure Rules

(See also Prescribed and Other Standing Orders in Part 4.)

### 1.0 Annual Meeting of the Council

#### 1.1 Timing and business

In a year when there is an ordinary election of Councillors, the annual meeting will take place on a Thursday within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (i) elect a person to preside if the Chairman of Council is not present;
- (ii) elect the Chairman of Council;
- (iii) elect the Vice-Chairman of Council;
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the Chairman and/or head of the paid service;
- (vi) **in the year of an ordinary election of Councillors, elect the Leader of the Council for a term of office ending on the date of the Annual Meeting of Council in the year of the next ordinary election of Councillors (A casual vacancy in the office of Leader of the Council shall be filled for the remainder of the term of office at the next meeting of the Council after the vacancy has arisen )**;
- (vii) **receive from the Leader notification of the number and names of Councillors appointed to the Cabinet for the ensuing Council year together with the details of the portfolio responsibilities allocated to each of them.**
- (viii) **receive from the Leader notification of the Cabinet Member appointed as Deputy Leader for the ensuing Council Year;**
- (vii) appoint at least one Overview and Scrutiny Committee, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the

Council nor are Executive functions (as set out in Part 3 of this Constitution);

- (viii) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
- (ix) approve a programme of ordinary meetings of the Council for the year;
- (x) receive any declarations of interest from members; and
- (xi) consider any business set out in the notice convening the meeting.