

[text changes are at pages 2 and 3 at sub-paragraph 1.1 (xi) and paragraph 31. Text shown struck through is for deletion and text shown in italics and underlined is for insertion or addition]

Part Four, Section A Council Procedure Rules

COUNCIL PROCEDURE RULES

Note

In these rules:

“**day**” means any calendar day including week-ends and public holidays.

“**working day**” means any day when the offices of the Council’s Members’ Services are open for business excluding week-ends and public holidays.

“**clear day**” means any working day and it excludes both the day of any initial action, giving notice or dispatch of papers (as appropriate) and the day of any subsequent action or meeting (as appropriate).

Where any action is required to be taken on, or before the end of, a working day, then it must be completed by 5.00 p.m. on that day unless the relevant rule states otherwise.

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

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

The annual meeting will:

- (i) Elect a person to preside if the Mayor is not present
- (ii) Elect the Mayor for the ensuing year
- (iii) To receive apologies for absence.
- (iv) To receive any late or urgent business
- (v) Receive any declarations of interest from members
- (vi) Approve the minutes of the last meeting;
- (vii) To receive written notification of the appointment of Deputy

- Mayor.
- (viii) To pass a vote of thanks to the retiring Mayor and Mayoress / Escort and Deputy Mayor and Deputy Mayoress / Escort
 - (ix) To receive such communications as the Mayor may desire to lay before the Council.
 - (x) Elect the Leader of the Council (only applies to the first meeting after the Council election).
 - ~~(xi) Agree the number of councillors to be appointed to the Cabinet and appoint those members of the Cabinet;~~
 - (xi) Appoint a Scrutiny Committee, a Standards Committee, an Audit Committee, a Licensing Committee and such Committees and subordinate bodies 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). To confirm the size and terms of reference of these bodies and to appoint Chairs, Vice Chairs, Members and substitute or reserve Members and subordinate bodies in accordance with political balance rules (as set out in Part 3 of this Constitution);
 - (xii) To make appointments to outside bodies except where appointment to those bodies has been delegated by the Council;
 - (xiii) Receive any announcements from the Leader, and/or Head of Paid Service;
 - (xiv) Confirm the scheme of delegation in accordance with the requirements of the Local Authority (Functions & Responsibilities) (England) Regulations 2000 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);
 - (xv) Receive a programme of ordinary meetings of the Council for the year; and
 - (xvi) Consider any business set out in the notice convening the meeting

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31. VOTES OF NO CONFIDENCE

- 31.1 A vote of no confidence relating to any office holder may only be moved if notice of it clearly set out as such appears on the agenda of the relevant meeting of the Council
- 31.2 In accordance with Article 7.05 in Part 2 of this Constitution, a ~~member of the Cabinet, including~~ the Leader shall cease to hold office ~~as an Cabinet member or Leader~~ if a vote of no confidence is carried at a meeting of the full council by a majority of the members

of the whole council then present. *In that event Articles 7.05 and 7.06 make provision for the discharge of the Leader's functions.*

- ~~31.3. The responsibilities of that member shall be carried out by the Cabinet collectively until such time as the appointment of a replacement or the reappointment of the member concerned by full Council.~~
- ~~31.4 In the event of all members of the Cabinet having been removed from office in this way at any time, Cabinet functions shall in the interim be carried out by the Chief Executive in consultation with the Mayor.~~
- 31.5 3 A Chair of a Committee, Sub-Committee or other body shall cease to hold office if a vote of no confidence is carried at a meeting of the full Council by a majority of the members of the whole Council then present. The Vice Chair will assume the role of Chair until such time as the appointment of a replacement as Chair, or the re-appointment of the member concerned, by full Council.
- 31.6 4 For the avoidance of doubt, Rule 31.5 3 applies to all other bodies exercising non-executive functions including the Alexandra Palace and Park Board. Rule 31.5 3 shall not apply to the Chair of the Overview and Scrutiny Committee or the Chair of a Scrutiny/Review Panel but Article 6.05 shall apply. Rule 31.5 3 shall not apply to the Chair of the Standards Committee but Article 9.02(c) shall apply.