

## PART 4A – RULES OF PROCEDURE FOR REMOTE MEETINGS

Effective from 6 May 2020 until such time as the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations cease to be in force

### Standing Orders of Fylde Borough Council

The Council has made the following Standing Orders in pursuance of its powers under regulation 5(6) of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, and any other relevant legislation:

#### 1 APPLICATION OF RULES

- 1.1 While the regulations are in force, these rules apply instead of the Council's standing orders to meetings held by remote attendance. They must be read alongside the regulations.
- 1.2 All these rules apply to council meetings.
- 1.3 Only some of these rules apply to committee and sub-committee meetings. These are shown in italics.
- 1.4 For the avoidance of doubt when a Procedure Rule states that a request should be made in writing then this includes a request submitted by electronic means.

#### 2 REMOTE ATTENDANCE

##### 2.1 *Accessing the meeting by remote attendance*

- (a) All meetings will be held using such [videoconferencing](#) platform as is specified from time to time by the Chief Executive ("the VCP").
- (b) A member attends a meeting by accessing it through the link provided in any invitation to the meeting, or otherwise accessing it through The VCP.

##### 2.2 *Early arrival*

*Members should access the meeting at least ten minutes before it is due to start, to enable officers to try to resolve any technical issues that might hinder the member's participating in the meeting.*

##### 2.3 *Camera and microphone settings*

- (a) Members must keep their microphone muted unless they have been invited to speak by the Mayor or Chairman.
- (b) Members must always keep their camera on during the meeting.
- (c) Members must, as far as possible, locate their device so that no other person is visible in the frame.

##### 2.3 *Meeting host*

- (a) The host facilitates and administers the technical aspects of the meeting on behalf of the Mayor or Chairman. The host may, in particular:
  - (i) Unmute and mute a member's microphone

(ii) Introduce and remove meeting participants other than members (for example, public speakers).

(b) The host will ensure that members of the public accessing the meeting through The VCP are not visible to on screen and have their microphones muted unless participating in a meeting as, for example, public speakers.

(c) The host will disable the chat function except where it is specifically allowed under these rules.

(d) The host will disable screen sharing except for officers making presentations

## **2.4 Catching the chairman's eye**

Members should "catch the chairman's eye" by using the 'raise hand' function in the VCP, which will automatically give the Chairman a list of members seeking to contribute to the meeting.

## **3 DEFINITIONS**

In these rules,

- (i) 'chairman' means the person presiding at a meeting. This includes the vice-chairman, or any other person presiding at a meeting in the absence of the chairman.
- (ii) where the context permits, "Mayor" includes the Deputy Mayor, or any other person presiding at a council meeting in the absence of the Mayor.
- (iii) "special meeting" means a meeting of the council other than an ordinary meeting
- (iv) Reference to "the regulations" or to a specific regulation refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
- (v) References to a member or other person being present at a meeting are references to being present by remote attendance as defined in the regulations

## **4 MEETINGS OF THE COUNCIL**

### **4.3 Ordinary Meetings**

Ordinary meetings will:

- (i) elect a person to preside if the Mayor and Deputy Mayor are not present;
- (ii) receive any declarations of interest from members;
- (iii) approve the minutes of the last meeting;
- (iv) deal with any questions from members of the council submitted under rule 9;
- (v) deal with any written questions from members of the public submitted under Article 15;
- (vi) deal with any business from the last Council meeting;
- (vii) consider any recommendations and/or reports from committees;
- (viii) consider notices of motion in the order in which they have been received; and
- (ix) consider any other business specified in the summons to the meeting.

### **4.4 Special Meetings**

- (a) Special meetings can be called in five ways:
  - (i) by the Mayor at any time;

- (ii) by a resolution of the Council;
- (iii) by the Chief Executive after consultation with the Leader of the Council;
- (iv) by any five members of the Council if they have followed the procedure in 4.4(b);
- (v) by the Council's Monitoring Officer.

(b) If five or more members want to call a special meeting, they must each send an email request for a special meeting to the Mayor via the monitoring officer. If the Mayor refuses to call a meeting or fails to call a meeting within seven days of receiving the fifth request, the five members may call a special meeting themselves.

## 5 TIME AND PLACE OF MEETINGS

The Chief Executive will fix the time and place of meetings.

## 6 NOTICE OF AND SUMMONS TO MEETINGS

*The Chief Executive will give notice of the time and place of any meeting as permitted by the regulations. At least five clear working days before a meeting, the Chief Executive will send a summons as required by law to every member of the Council or the relevant committee or sub-committee at their home address, or other nominated address, which includes electronic address (in accordance with Local Government (Electronic Communications) (England) Order 2015).*

## 7 CHAIRMAN OF MEETING

- 7.1 The Mayor shall preside at all council meetings.
- 7.2 If the Mayor is absent from a council meeting, then the Deputy Mayor, if present, shall preside.
- 7.3 If both the Mayor and Deputy Mayor are absent from a council meeting, the council will elect another member to preside. In such cases the Chief Executive (or his representative) shall conduct the meeting until such time as the member to preside at the meeting has been chosen.
- 7.4 *If the chairman is absent from a meeting of a committee or sub-committee, the vice-chairman shall preside.*
- 7.5 *If both the chairman and vice-chairman are absent from a meeting of a committee or sub-committee, the committee or sub-committee will elect another member to preside. In such cases the Chief Executive (or his representative) shall conduct the meeting until such time as the member to preside at the meeting has been chosen.*
- 7.6 *The meeting host assists the chairman or Mayor by facilitating and administering the technical aspects of the meeting.*

## 8 QUORUM AND TECHNICAL PROBLEMS

- 8.1 If the Mayor believes that there are fewer than thirteen members accessing the meeting, or that a significant number of members of the public who wish to access the meeting are unable to do so because of a technical issue, the Mayor will adjourn the meeting. The remaining business will be considered at a time and date fixed by the Mayor. If she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 8.2 If, notwithstanding the meeting still being quorate, the Mayor believes that a number of members are unable to access the meeting because of a technical problem that it would be unreasonable to expect those members to be able to resolve, the Mayor may (but need not) adjourn the meeting

so that the technical problem can be investigated and (if capable of speedy resolution) resolved. The Mayor will resume the meeting immediately she is satisfied that the technical problem has been resolved, or is incapable of speedy resolution.

## 9 QUESTIONS FROM MEMBERS OF THE COUNCIL<sup>1</sup>

9.1 A councillor may, subject to 9.2, ask a question of the Leader of the Council or the chairman of a committee at an ordinary meeting of the council.

9.2 Questions may only be asked under 9.1 if:

- (i) The councillor who wants to ask the question has sent it by email to the Director of Resources before 4.30 p.m. on the fourth working day before the meeting (this means that if the meeting is to be held on a Monday, the question must be sent before 4.30pm on the Tuesday before) and has identified who he wants to answer it;
- (ii) The question is relevant to the terms of reference of the committee whose chairman is to answer it, or is to be answered by the leader of the council;
- (iii) The question will take no longer than two minutes to ask; and
- (iv) At the time the question is given to the Director of Resources, no more than four questions to be asked under this rule at the meeting concerned have previously been given to her

9.3 The member who is to answer the question will be given at least 24 hours' notice of it.

9.4 The question must be answered at the meeting by the member to whom it is directed, unless:

- (i) the member is not attending the meeting, or
- (ii) the question is directed to the leader of the council,

in either of which cases, the leader of the council may nominate any other member to answer, so long as that member has consented before the meeting.

9.5 The councillor who has asked the question may then ask one supplementary question, which must arise out of the answer given to the original question and take no longer than two minutes to ask, and the member who answered the original question must answer the supplementary question.

9.6 No debate will be allowed arising out of a question asked or answer given under this rule.

9.7 No councillor may ask more than one question under this rule (excluding supplementary questions under 9.5) at any meeting.

## 10 VARIATION OF ORDER OF BUSINESS

Business at an ordinary or special meeting shall be considered in the order in which it is set out on the summons for the meeting, but may be varied:

- (a) by the Mayor at his/her discretion;
- (b) by a proposition (which need not be in writing) which is duly moved, seconded, put without discussion and carried by the Council.

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<sup>1</sup> For clarity members of the public are able, under the procedure rules, to address Council and its committees. The specific arrangements and protocol governing this can be found in Part 2, Article 15 of this Constitution.

## 11 MOTIONS

### 11.1 Notice of Motion

(a) Purpose and limitations

Notice of motion is a procedure that allows members of the council to ask the council to discuss any matter for which the Council has a responsibility, or which affects the Fylde area.

(b) Giving notice

Any member of the council can give notice by email to the Director of Resources (or a member of the Governance Team in his/her absence) of a motion they wish to move.

The Director will publish the motion on the council's website and arrange for it to be placed on the agenda of the next available ordinary council meeting. The "next available" meeting means the first meeting falling more than eight working days after the written notice has been given. Motions will be listed on the agenda in the order in which notice was received.

(c) At the council meeting

The motion will be debated at council subject to it being moved as set out in this rule and seconded. Only the member who gave written notice of a motion under this rule may move it at the council meeting, unless the council indicates its assent to another member moving it in their place.

### 11.2 Procedural Motions

The following motions may be moved at any council meeting without notice:

- (i) to appoint a chairman of the meeting at which the motion is moved;
- (ii) to amend the minutes;
- (iii) to change the order of business in the agenda;
- (iv) to refer something to an appropriate body or individual;
- (v) to appoint a committee or member arising from an item on the agenda;
- (vi) to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- (vii) to withdraw a motion;
- (viii) to amend a motion;
- (ix) to proceed to the next business;
- (x) that the question be now put;
- (xi) to adjourn a debate;
- (xii) to adjourn a meeting;
- (xiii) to suspend a council procedure rule;
- (xiv) to exclude the public and press in accordance with the Access to Information Procedure Rules;

- (xv) to not hear further a member named under rule 17.1 or to exclude them from the meeting under rule 17.2; and
- (xvi) to give the consent of the Council where its consent is required by this Constitution.

## **12 RULES OF DEBATE**

### **12.1 Purpose of rules**

The purpose of the rules of debate is to make sure that the council makes informed decisions after giving adequate consideration to any alternative choices. They set out how a member can make a proposal for the council to vote on and how the council should discuss the proposal.

### **12.2 Moving a motion**

The member who wants to make a proposal must tell the council meeting what he is proposing and explain why he is proposing it. Unless it is a notice of motion under rule 11.1, the Mayor will require the proposal to be given to him using the chat function before it is discussed, consistent with paragraph 12.7(b) below.

### **12.3 Seconding a motion**

Before a proposal can be discussed by the council meeting, it needs to be seconded by another member. The member who seconds the proposal can speak when he seconds it or can elect to speak later in the debate instead.

### **12.4 Discussing a motion**

When a proposal has been moved and seconded it is called a motion and the council meeting must discuss it and vote on it, subject to the rules on closure motions.

### **12.5 Speaking about a motion**

Every member may speak once on any motion for up to ten minutes, when invited to do so by the Mayor.

### **12.6 Right of reply**

The member who proposed the motion can speak again on it the end of the debate, immediately before the Mayor asks members to vote on it.

### **12.7 Amending a motion**

- (a) When speaking on a motion, a member may propose an amendment to it. An amendment is a proposal to change the motion that is being discussed by taking words out of it or adding words to it or both, as long as the effect of the amendment could not be achieved by defeating the motion.
- (b) Before a proposal to amend a motion can be discussed by the council meeting, it needs to be seconded by another member. The member who seconds the proposal can speak when he seconds it or can elect to speak later in the debate instead.
- (c) When a proposal to amend a motion has been moved and seconded it is called an amendment and the council meeting must discuss it and vote on it, subject to the rules on closure motions.
- (d) Every member may speak once on any amendment for up to five minutes, when invited to do so by the Mayor.
- (e) The member who proposed the original motion has the right to speak last in the debate about any amendment to it, immediately before the Mayor asks members to vote on the amendment.

- (f) If an amendment is carried, the Mayor will read out the amended motion, which thus replaces the original motion. Members can then continue to debate the motion and may propose further amendments, which will be dealt with under this rule. After any debate and if there are no further amendments, the Mayor will put the substantive motion as amended to the vote.
- (g) When a member has proposed an amendment to a motion, no-one can propose another amendment until the amendment that has been proposed has been voted on (or has failed because it has not been seconded), although the Mayor may in his/her sole discretion accept notice of further amendment(s).
- (h) All amendments should be emailed to officers prior to the [Council] meeting. If this is not possible, the Mayor will require the amendment to be given to him using the chat function before it is discussed so that it can be read aloud, thus providing clarity to all members.

#### **12.8 When a member may speak again**

A member who has spoken on a motion or an amendment may not speak again on the motion or amendment he has spoken on, except;

- (a) to move a further amendment if the motion has been amended since he/she last spoke;
- (b) in exercise of a right of reply;
- (c) on a point of order; and
- (d) by way of personal explanation.

#### **12.9 Alteration or withdrawal of motion or amendment**

- (a) A member who has proposed a motion or amendment may only alter or withdraw it if his seconder and the meeting agrees (the meeting's consent to be signified by a vote, but without discussion) and any alteration is one that could have been made as an amendment.
- (b) If an amendment is moved, the proposer of the original motion has the right of reply at the close of the debate on the amendment.
- (c) The proposer of the amendment has no right of reply to the debate on his or her amendment.

#### **12.10 Motions which may be moved during debate**

When a motion or amendment is being debated, no-one may propose any other motion or amendment except the following procedural motions:

- (i) to amend the motion presently being debated;
- (ii) to proceed to the next business (*see rule 12.11(b)*);
- (iii) that the question be now put (*see rule 12.11(c)*);
- (iv) to adjourn a debate (*see rule 12.11(d)*);
- (v) to adjourn a meeting (*see rule 12.11(d)*);
- (vi) to exclude the public and press in accordance with the Access to Information Rules; and
- (vii) to not hear further a member named under rule 17.1 or to exclude them from the meeting under rule 17.2.

#### **12.11 Closure motions**

- (a) A member may propose, without comment, at the end of a speech of another member:
- (i) to proceed to the next business;
  - (ii) that the question be now put;
  - (iii) to adjourn a debate; or
  - (iv) to adjourn a meeting.

If the proposal is seconded, the relevant following procedure will apply.

- (b) **On a motion to proceed to next business:**
- (i) The Mayor must immediately put the procedural motion to the vote, without discussion.
  - (ii) If the motion is approved, then the meeting must proceed to the next business on the agenda and any motion or amendment then being debated is deemed to be lost.
  - (iii) If the proposal is defeated the debate on the business under discussion immediately before the motion was proposed will continue.
- (c) **On a motion that the question be now put:**
- (i) The Mayor must inform the meeting whether he thinks that the motion or amendment under debate has been sufficiently discussed.
  - (ii) If he considers that it has not been sufficiently discussed, he must allow the debate to continue.
  - (iii) If he considers that it has been sufficiently discussed, he/she must put the procedural motion to the vote.
  - (iv) If the procedural motion is approved during a debate on an amendment, the Mayor will allow the member who proposed original motion his right of reply before putting the amendment to the vote.
  - (v) Otherwise, the Mayor will allow the member who proposed the original motion his right of reply before putting the motion to the vote.
  - (vi) If a motion that the question be now put is passed when the council is debating a motion rather than an amendment, any amendment of which a member has given notice, but which has not been formally proposed, can not be pursued.
- (d) **On a motion to adjourn the debate or adjourn a meeting:**
- (i) The Mayor must inform the meeting whether he thinks that the motion or amendment under debate is likely to be properly debated without an adjournment
  - (ii) If he considers that it is likely to be properly debated without an adjournment, he must allow the debate to continue
  - (iii) If he considers that it is not likely to be properly debated without an adjournment, he must put the procedural motion to the vote
  - (iv) If the procedural motion is approved, the debate or meeting will be adjourned.

#### **12.12 Point of order**

If a member believes that there has been a breach of these standing orders or any other legal requirement at a council meeting, he may raise it at the meeting by making a point of order. He must specify the breach of procedure to the Mayor, whose ruling will be final.

**12.13 Personal explanation**

A member may make a personal explanation at a council meeting. A personal explanation may only relate to some material part of an earlier speech by the member that 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.

**13 PREVIOUS DECISION AND MOTIONS****13.1 Motion to rescind a previous decision**

*A decision made at a Council or Committee meeting within the past six months can only be re-opened by a notice of motion if given by at least eight members (from at least two political groups), of the Council or the Committee in question. Where a committee has fewer than eight members, the notice of a motion must be given by all of them.*

**13.2 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 six months (other than a motion deemed to have been lost under rule 12.11(b) can only be moved following a notice of motion signed by at least eight members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

**14 VOTING****14.1 Majority**

*Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and accessing the meeting at the time the question was put.*

**14.2 Chairman's casting vote**

*If there are equal numbers of votes for and against, the chairman will have a second or casting vote. There will be no restriction on how the chairman chooses to exercise a casting vote.*

**14.3 Method of voting**

*Unless a recorded vote is required under rule 14.4, the chairman shall take the vote using the functionality of the VCP, or if there is no substantial dissent, by the affirmation of the meeting.*

**14.4 Recorded vote**

*There will be a recorded vote taken when five members request it prior to the vote being taken on the item under discussion.*

**14.4 Right to require individual vote to be recorded**

*Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.*

**15 MINUTES**

*The minutes of a meeting of the Council or a Committee must be presented for acceptance at the next ordinary or special meeting of the council or the next meeting of the Committee. The only matter which may be discussed is the accuracy of the minutes. Any challenge to the previous Council Minutes must be submitted to the Monitoring Officer within five working days of the formal publication of the Minutes. Verbal challenges during the meeting will not be accepted.*

**16 EXCLUSION OF PUBLIC**

*Members of the public and press may only be excluded under the Access to Information Rules in Part 4e of this Constitution.*

**17 MEMBERS' CONDUCT****17.1 Member not to be heard further**

*If a member persistently disregards the ruling of the chairman by behaving improperly or offensively or deliberately obstructs business, the chairman may propose that the member be not heard further. If seconded, the motion will be voted on without discussion. If the motion is passed, the host will mute the member's microphone for the remainder of the meeting*

**17.2 Member to leave the meeting**

*If the member continues to behave improperly after such a motion is carried, the chairman may propose that the member leaves the meeting. If seconded, the motion will be voted on without discussion. If a motion is passed, the host will exclude the member from the remainder of the meeting.*

**18 QUORUM OF COMMITTEES/SUB-COMMITTEES AND TECHNICAL PROBLEMS**

**18.1** *The quorum of a committee or sub-committee is one quarter of its membership, or three, whichever is greater.*

**18.2** *If the chairman of a committee or sub-committee believes that a quorum is not accessing the meeting, or that a significant number of members of the public who wish to access the meeting are unable to do so because of a technical issue, the chairman will adjourn the meeting. The remaining business will be considered at a time and date fixed by the chairman. If he does not fix a date, the remaining business will be considered at the next ordinary meeting.*

**18.3** *If, notwithstanding the meeting still being quorate, the chairman believes that a number of members of the committee or sub-committee are unable to access the meeting because of a technical problem that it would be unreasonable to expect those members to be able to resolve, the chairman may (but need not) adjourn the meeting so that the technical problem can be investigated and (if capable of speedy resolution) resolved. The chairman will resume the meeting immediately he is satisfied that the technical problem has been resolved, or is incapable of speedy resolution.*

**19 ELECTION OF CHAIRMAN OF COMMITTEE**

- (a) *The Council shall appoint a Chairman and Vice-Chairman for the year in respect of each Committee. The Council may only remove a chairman or vice-chairman:
 
  - (i) *by notice of motion under 11.1, or*
  - (ii) *by removing him from the committee in accordance with the wishes of a political group under section 16(2) of the Local Government and Housing Act 1989.**
- (b) *In the absence from a meeting of the Chairman and Vice-Chairman the Committee must appoint a Chairman for that meeting.*
- (c) *A Sub-committee shall appoint a chairman and vice-chairman at its first meeting.*

**20 SPECIAL MEETINGS OF THE COMMITTEE**

- (a) *The Chairman of a Committee may call a special meeting of the Committee at any time.*

- (b) *A special meeting of a Committee shall also be called if the chief executive receives emails from at least one-third of the whole number of the Committee, provided that he is satisfied that, taken together, the emails specify a subject matter for the proposed meeting which is within the Terms of Reference of the particular Committee.*
- (c) *The special meeting must be called within 10 working days of receipt of the final email needed to trigger it. The summons to the special meeting will set out the business to be considered and no business other than set out in the summons can be considered at the meeting.*

## **21 ENTITLEMENT TO ATTEND MEETINGS (INCLUDING SUBSTITUTIONS)**

- (a) *Members of the Council may access any Committee or Sub-committee even if they are not a member of it and may address the committee once on each item being considered by the committee, but must not otherwise take part in the proceedings without the consent of the Chairman, and must not vote.*
- (b) *The host will ensure a member accessing the meeting for the purposes in (a) will, unless addressing the committee, be not visible on screen and will have their microphone muted.*
- (c) *Members of the public can address council or committee meetings as permitted by Article 15 of the Council's Constitution, or exceptionally, with the consent of the chairman.*
- (d) *If he will be absent from the whole of a committee or sub-committee meeting, a member may, subject to paragraph (d), be represented by a named substitute member, but only if the intended substitution is notified to the Director of Resources (or her representative) no later than the day before the meeting either:*
  - (i) *by the member who will be absent; or*
  - (ii) *by or on behalf of the leader of his political group (but only if the member who will be absent does not notify a substitution at any time before the start of the meeting).*
- (e) *No member may act as substitute at a meeting of a committee if he has previously acted as substitute at three meetings of that committee during the municipal year.*
- (f) *21(c) and (d) do not apply to the Planning Committee. Rule 23 applies instead.*
- (g) *Substitute members may speak, propose or second motions and amendments and vote as though they were a member of the Committee or Sub-Committee.*

## **22 SUBSTITUTES AT PLANNING COMMITTEE**

- (a) *If he will be absent from the whole of a meeting of the Planning Committee, a member of that committee may, subject to paragraph (b), be represented by a Reserve Planning member but only if the intended substitution is notified to the Director of Resources (or her representative) no later than the day before the meeting either:*
  - (i) *by the member who will be absent; or*
  - (ii) *by or on behalf of the leader of his political group (provided that the member who will be absent does not notify a substitution at any time before the start of the meeting).*
- (b) *A Reserve Planning Member is a member who has been named as such by the Planning Committee.*
- (c) *There can be no more than ten Reserve Planning Members at any time.*

- (d) *The Planning Committee can only name as a Reserve Planning Member a member whom they consider:*
- (i) *has a sufficient level of experience or training to enable him to contribute to the work of the committee; and*
  - (ii) *is willing and available to frequently attend meetings of the committee (whether or not acting as a substitute).*

## **23 CONFIDENTIALITY**

Members should not disclose (whether verbally, in writing or otherwise) any information, material or matter presented to or considered or decided by a meeting of the Council or Committee/Sub-committee following the exclusion of the press and public from the meeting or meetings concerned unless the Chief Executive has expressly consented in writing.

## **24 DECISIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL**

*If any matter or question arises at a meeting of the Council, a Committee or Sub-committee concerning the appointment, conduct, promotion, dismissal, suspension, salary, pension, conditions of service or other personal facts or circumstances of any person employed by the Council, that matter or question shall not be discussed until the meeting has decided whether or not to exercise its powers to exclude the press and public during the consideration of that item, pursuant to Section 100A(4) of the Local Government Act 1972 or any re-enactment of that legislation.*

## **25 DECISION OF THE CHAIRMAN**

- (a) *The ruling of the Chairman at any meeting of the Council, or a Committee/sub-committee concerning the conduct of that meeting, the interpretation, construction or application of these rules or questions of order, procedure, propriety, relevancy or regularity; shall be final and shall not be challenged or disputed at any meeting of the Council, or a Committee.*
- (b) *The Chairman must stop any discussion which, in his/her opinion, is irrelevant to the consideration of the business before the meeting or does not concern the economic, social or environmental well being of the district (as the case may be).*

## **27 SUSPENSION AND AMENDMENT OF STANDING ORDERS**

### **27.1 Suspension**

*Any of these standing orders may be suspended by motion for the duration of the meeting. But the motion to suspend must be on notice unless at least half of the whole number of members of the Council, committee or sub-committee are present. Suspension can only be for the duration of the meeting.*

### **27.2 Amendment**

Any motion to add to, vary or revoke these standing orders, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council except where it is a result of a proposal put forward by the Audit and Standards Committee or a proposal from the Chief Executive or the Monitoring Officer in accordance with provision 13.05 'Amendments and Alterations Generally'.

