

## APPENDIX 1 - Budget Council Procedure Rules

The following rules are to be used at Budget Council meetings and replace the usual procedure rules. A copy will be provided to each member before the start of the meeting, reading as follows:

### Full Council Budget Meeting

- 1        **The Leader of the Council** will make his budget presentation to the Council. There is no time limit on this presentation.
  
- 1        The **Leader of the Council or the Chairman of the Finance and Democracy Committee** will then **Move** a Motion (**the Substantive Motion**) to recommend all the Council Tax resolutions and speak to the same. There is no time limit on the moving and speaking to this motion by the Leader of the Council or the Chairman of the Finance and Democracy Committee.

Once this is **seconded** the **following process will be followed**:

- 3        The **Mayor** will at this point ask the Leader of the Opposition and non-aligned members to indicate whether they will be presenting an alternative budget or whether they will be moving any amendments (an indication will be given but the amendments (if any) will not be tabled until the moving, seconding and full debate on the budget proposals has run its course). Amendments from any other member will be heard after the debate on the substantive motion or amendments from the Leader of the Opposition and non aligned members have been concluded.
  
- 3.1      The **Substantive Motion** will then be debated when any member can indicate to speak on the Motion being put. No speech by a member may exceed 10 minutes and each speaker may speak only once (Part 4, 13.5).
  
- 3.2      **If there is no Amendment** moved then the mover of the original motion, will have a right to reply at the end of the debate immediately before the **Motion** is put to the vote (Part 4, 13.6). The vote will be recorded (Part 4, 15.5(ii))
  
- 3.3      **However, if the Leader of the Opposition indicated that she would be presenting an alternative budget/moving an amendment she is invited to do so and there is no time limit.**
  
- 3.4      No speech by any other member may exceed 5 minutes, and each speaker may speak only once (Part 4, 13.7.d). 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 (Part 4, 13.7.e). This applies to all further amendments
  
- 3.5      **The Mover of an Amendment** has no right of reply on his or her Amendment (Part 4, 13.9).
  
- 3.6      **The Seconder of a Motion or Amendment** can reserve the right to speak for a later period in the debate (Part 4, 13.3 and 13.7.b).
  
- 3.7      **If the first Amendment is lost** then subsequent Amendments may be moved to the original Motion firstly by any non-aligned members and then any other members (Part 4, 13.7.g).

- 3.8** 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 (Part 4, 13.7.f).
- 3.9** The **Motion** must be **Seconded** and any **Amendments** must be **Moved, Seconded and voted upon**. The vote will be recorded (Part 4, 15.5(ii))
- 3.10** In the event of all the amendments being lost **the original Motion will be put**.

**The rules of debate for moving and amending motions will be in line with those set out in paragraph 13 of Part 4 of the constitution (rules of debate procedure rules).**

<p><i>STANDING NOTE ON DISORDERLY CONDUCT</i></p>
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**A. BY A MEMBER OF THE COUNCIL**

In the event of disorderly conduct at the meeting by a member of the Council, the provisions of the Council Procedure Rules apply as follows:

**MEMBER'S CONDUCT**

**Member not to be heard further**

If a member persistently disregards the ruling of the [Mayor] by behaving improperly or offensively or deliberately obstructs business, the [Mayor] may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

**Member to leave the meeting**

If the member continues to behave improperly after such a motion is carried, the chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

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**B. BY MEMBERS OF THE PUBLIC**

In the event of disorderly conduct at the meeting by a member of the public, the provisions of the Council Procedure Rules apply as follows:

1. If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.
2. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared and may adjourn the meeting as felt necessary.