

Appendix 2 – changes proposed to the Council Procedure Rules, at [Part 3A](#) of the Council’s Constitution

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Rule 4: Extraordinary Meetings of the Council

Extraordinary Meeting called by the Mayor

4.1 The Mayor may at any time call an Extraordinary Meeting of the Council and shall do so when such a meeting is required under the Budget and Policy Framework Procedure Rules. Part 3A – Council Procedure Rules 16.5.24 Page 6 of 29

4.2 If the Mayor is unable to act for any reason, the Deputy Mayor may at any time call an Extraordinary Meeting of the Council.

4.3 If the offices of both Mayor and Deputy Mayor are vacant, or if neither the Mayor nor Deputy Mayor are able to act for any reason, the Leader of the Council or their Deputy may at any time call an Extraordinary Meeting of the Council.

Extraordinary Meeting Requisitioned by Members

4.4 An Extraordinary Meeting of the Council may be called by submission of a requisition signed by at least five Members, specifying the business to be transacted. The requisition shall be delivered to the Chief Executive (see Procedure Rule 1.5). The Extraordinary Meeting shall be called within seven days of receipt of the requisition by the Chief Executive to take place as soon as reasonably practicable.

Extraordinary Meeting called by Council or Officers

4.5 Extraordinary Meetings of the Council may also be called by the Chief Executive, the Monitoring Officer or by resolution of the Council meeting itself.

4.6 No Extraordinary Meeting shall be called unless it is proposed to transact at the meeting business which, in accordance with statute and these Procedure Rules, may be transacted at a meeting of the Council.

Urgency requirement for Extraordinary Meetings

4.7 The purpose of an Extraordinary Meeting is to enable business to be transacted, or a matter to be debated, that cannot await the next Ordinary Council Meeting. An extraordinary meeting will only be called to deal with a matter which is urgent and cannot wait until the next Ordinary Meeting of full Council. The Chief Executive will determine whether the stated business can wait until the next Ordinary Meeting of full Council.

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Written Questions from Members

8.11 If a Member of the Council wishes to ask a written question at a meeting of the Council of: (a) the Mayor, (b) the Leader of the Council, (c) a Cabinet portfolio holder, d) the Chair of any Committee or Sub Committee, or in their absence, the Deputy Chair, or (d) a Member of the Council appointed by the Authority to any external body or joint authority, they shall give notice in writing by submitting their written question to the Chief Executive by no later than 10am on the ~~eighth~~ fourteenth working day before the meeting at which the question is to be asked. [..]