

Part 4

Council Procedure Rules

1. SCOPE

All of the Council Procedure Rules apply to meetings of Council. None of the rules apply to meetings of the Executive. Only Rules 5–9, 11.3, 12–14, 16–25 (but not Rule 21.1) apply to meetings of Committees and Sub-Committees. In the case of the Overview and Scrutiny Committees, Rules 14.4 (b) and 14.5 may be waived by the Chairman of the Committee at his/her discretion for any agenda item or items.

2. ANNUAL MEETING OF THE COUNCIL

2.1 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 Chairman of Council is not present;
- (ii) elect the Chairman of Council;
- (iii) appoint the Vice-Chairman of Council;
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the Chairman and/or Head of Paid Service;
- (vi) elect the Leader of the Council at the first Annual meeting in a year when there is an ordinary election to serve a term of 4 years;
- (vii) appoint at least 1 Overview and Scrutiny 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) receive any declarations of interest from Members;
- (x) approving the list of outside bodies to which formal appointments are made and making the appointments thereto; and
- (xi) consider any business set out in the notice convening the meeting.

2.2 Order of business

Business falling under items (i) - (ix) of Rule 2.1 shall not be displaced but, subject thereto, the foregoing order of business may be varied:

- (a) by the Chairman at his or her discretion, or
- (b) by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

2.3 Selection of Councillors on Committees

At the Annual meeting, the Council meeting will:

- (i) decide which Committees to establish for the municipal year;
- (ii) decide the size and terms of reference for those Committees;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules and to any Councillors not in membership of a political group;
- (iv) receive the nominations of Group Leaders as to the Councillors to serve on each Committee; and
- (v) appoint to those Committees.

3. ORDINARY MEETINGS

3.1 Order of business

Ordinary meetings of the Council will take place in accordance with a programme decided by the Council. Except as otherwise provided by Rule 3.2, the order of business at Ordinary meetings will be to:

- (i) elect a person to preside if the Chairman and Vice Chairman are not present;
- (ii) deal with any business required by statute to be done before any other business;
- (iii) approve the minutes of the last meeting;
- (iv) receive any declarations of interest from Members;
- (v) receive the Chairman's communications;
- (vi) receive questions from, and provide answers to, the public and Members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
- (vii) deal with any business from the last Council meeting;
- (viii) receive reports from the Executive and the Council's Committees and receive questions and answers on any of those reports;
- (ix) receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (x) consider motions; and
- (xi) consider any other business specified in the summons to the meeting, including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Overview and Scrutiny Committee for debate.

3.2 Variation of order of business

Business falling under items (i), (ii) or (iii) of Rule 3.1 shall not be displaced but, subject thereto, the foregoing order of business may be varied:

- (a) by the Chairman at his or her discretion, or
- (b) by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

3.3 Submission of reports and recommendations

The Chairman shall call for the submission of the reports and recommendations of the meetings of the Cabinet and each Committee in its order on the notice convening the meeting or as varied in accordance with Rule 3.2.

4. EXTRAORDINARY MEETINGS

4.1 Calling extraordinary meetings

Those listed below may request the Head of Paid Service to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Chairman of the Council;
- (iii) the Monitoring Officer; and
- (iv) any 5 Members of the Council if they have signed a requisition presented to the Chairman of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

4.2 Business

The summons to the extraordinary meeting shall set out the business to be considered thereat and no business other than set out in the summons shall be considered at the meeting.

5. TIME AND PLACE OF MEETINGS

The time and place of meetings will be determined by the Head of Paid Service and notified in the summons.

6. NOTICE OF AND SUMMONS TO MEETINGS

The Head of Paid Service will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least 5 clear days before a meeting, or at the time the meeting is convened, if it is convened at shorter notice as a matter of urgency, the Head of Paid Service will send a summons signed by him or her by post or by electronic mail to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7. CHAIRMAN OF MEETING

The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to Committee and Sub-Committee meetings, references to the Chairman also include the Chairman of Committees and Sub-Committees.

8. QUORUM

8.1 General

The quorum of a meeting in the case of the Council will be one quarter of the whole number of Members and in the case of a Committee or Sub-Committee, will be one third of the whole number of the Committee or Sub-Committee but in no case shall the quorum be less than 2 Council Members.

8.2 Quorum during meetings

During any meeting, if the Chairman counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

(NOTE: Inquorate Meetings)

If a meeting is inquorate it cannot, by law, proceed to make any decisions. However in certain limited circumstances, the meeting may proceed to deliberate such agenda items as are considered appropriate provided that the minutes of the meeting record the fact that the meeting was inquorate.

This would not be appropriate for a meeting of the Cabinet where the decisions are for Cabinet alone to make, nor would it be appropriate for a regulatory Committee. However, if the matter under consideration was one that would need to be referred to full Council for a decision, then Cabinet could proceed to consider the matter and submit a recommendation to Council, provided Council was advised that the recommendation arose from an inquorate meeting of Cabinet.

This procedure could apply equally to a meeting of a Sub-Committee or Scrutiny Committee where the actual decision is being taken by the parent Committee, Cabinet or full Council.

This procedure should only be used in the exceptional circumstances set out above and where it is not practical or possible to defer consideration of a matter because of time or other constraints. It is for those Members present at any meeting to determine how they would wish to proceed in the event that a meeting is inquorate.)

9. DURATION OF MEETING

Unless the majority of Members present vote for the meeting to continue, any evening meeting that has lasted for 3 hours will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

10. QUESTIONS BY THE PUBLIC

10.1 General

Anyone who works or resides in Rother District may ask questions of Members of the Executive at ordinary meetings of the Council. A period of up to 30 minutes at the beginning of each meeting shall be allowed for questions to be put.

10.2 Order of questions

Questions will be asked in the order in which notice of them was received, except that the Chairman may group together similar questions.

10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Paid Service no later than 5 clear working days before the day of the meeting. Each question must give the name and address of the questioner and may specify the Member of the Executive either by name or portfolio to whom it is to be put.

10.4 Number of questions

At any meeting no person may submit more than 1 question and no more than 1 question may be asked on behalf of an organisation.

10.5 Scope of questions

The Head of Paid Service may reject a question if it:

- is not about a matter for which the local authority has a responsibility or which affects the District; or
- is defamatory, frivolous or offensive; or
- is substantially the same as a question which has been put at a meeting of the Council in the past 6 months; or
- requires the disclosure of confidential or exempt information; or
- relates to an individual/group business or the questioner's own particular circumstances; or
- relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a tribunal or to a Government Minister or an investigation by the Local Government Ombudsman or Monitoring Officer; or
- relates to the personal circumstances or conduct of any Officer and Councillor or conditions of service of employees; or
- relates to the activities and aims of a political party or organisation; or
- relates to individual planning applications; or
- is a statement and not a genuine enquiry.

In addition the Chairman may rule that a question shall not be answered because the preparation of the answer would require the expenditure of a disproportionate amount of time, money or effort.

The ruling of the Chairman of the Council as advised by the Head of Paid Service in the above matter shall be final.

10.6 Record of questions

The Head of Paid Service will enter each question in a book open to public inspection and will immediately send a copy of the question to the Member of the Executive to whom it is to be put. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all Members and the public attending the meeting as well as published on the Council's website in advance of the meeting when possible.

The minutes of the meeting will record the details of the questions that have been asked (including any supplementary questions) and by whom, together with the answers given.

10.7 Asking the question at the meeting

Although questioners will be required to identify themselves at the meeting, they will not need to ask their questions which will have been circulated before the start of the meeting. A questioner who has submitted a written question may ask the Chairman to put the question on their behalf. The Chairman may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

10.8 Supplementary question

A questioner who has put a question in person may also put one supplementary question without notice to the Member of the Executive who has replied to his or her original question. A supplementary question must relate to the answer given. The Chairman may reject a supplementary question on any of the grounds in Rule 10.5 above.

10.9 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member of the Executive to whom it was to be put, will be dealt with by a written answer, which will be sent to the questioner and all Members of the Council within 10 working days of the meeting.

10.10 Reference of question to the Executive or a Committee

Unless the Chairman decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Executive or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

11. QUESTIONS BY MEMBERS

11.1 On reports of the Executive or a Committee

A Member of the Council may ask the Leader, Member of the Executive or the Chairman of a Committee any question without notice upon an item of the report of the Executive or a Committee when that item is being received or is under consideration by the Council.

11.2 Questions on notice at Council

A period of up to 30 minutes following any questions submitted by members of the public under Rule 10 above shall be allowed for questions to be put by Members of the Council.

A Member of the Council may ask:

- the Leader;

- a Member of the Executive; or
- the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the Council has powers or duties or which affects the District provided that either:

- (a) they have given notice to the Head of Paid Service by 12 noon on the day of the meeting of the wish to ask an oral question together with details as to whom it is to be directed; or
- (b) they have given at least 2 clear working days notice, not including the day of the meeting or the day on which the notification was received, of the wish to submit a written question and to receive a written answer.

The ruling of the Chairman as advised by the Head of Paid Service and having regard to Rule 10.5 as to the appropriateness of a question shall be final.

A written question submitted by a Member who is then unable to attend Council will still be put, circulated together with the answer and included within the minutes.

11.3 Questions on notice at Committees and Sub-Committees

A Member of a Committee or Sub-Committee may ask the Chairman of it a question on any matter in relation to which the Council has powers or duties or which affects the District and which falls within the terms of reference of that Committee or Sub-Committee. A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Paid Service no later than 5 clear working days before the day of the meeting.

11.4 Response

An answer may take the form of:

- (a) a direct oral answer; or
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

11.5 Supplementary question

A Member asking a question under Rule 11.2 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplementary question must relate to the answer given.

The minutes of the meeting will record the details of any question asked by a Member under 11.2, together with the answer given, and the essence of any supplementary question and any reply given.

12. MOTIONS ON NOTICE

12.1 Notice

Except for motions which can be moved without notice under Rule 13, written notice of every motion, signed by the Member or Members of the Council giving the notice, must be delivered to the Head of Paid Service no later than 10 clear days before the date of the meeting. These will be entered in a book open to public inspection.

12.2 Motion set out in the agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it at a later meeting or withdraw it.

12.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the District.

13. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) that the meeting (evenings only) continue beyond three hours in duration;
- (n) to suspend a particular Council Procedure Rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a Member named under Rule 21.3 or to exclude them from the meeting under Rule 21.4; and
- (q) to give the consent of the Council where its consent is required by this Constitution.

14. RULES OF DEBATE

14.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

14.2 Right to require motion in writing

Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him/her before it is discussed.

14.3 Secunder's speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

14.4 Content and length of speeches

- (a) Speeches must be directed to the question under discussion or to a personal explanation or point of order.
- (b) Except by consent of the Council no speech shall exceed 5 minutes in the case of the mover of a motion or amendment and 3 minutes in all other cases including seconds.

14.5 When a Member may speak again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member; or
- (b) to move a further amendment if the motion has been amended since he/she last spoke; or
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried); or
- (d) in exercise of a right of reply; or
- (e) on a point of order; or
- (f) by way of personal explanation.

14.6 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration; or
 - (ii) to leave out words; or
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.

- (d) 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.
- (e) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

14.7 Alteration of motion

- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

14.8 Withdrawal of motion

A Member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

14.9 Right of reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, 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.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

14.10 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting (evenings only) continue beyond 3 hours in duration;
- (h) to exclude the public and press in accordance with the Access to Information Rules; and
- (i) to not hear further a Member named under Rule 21.3 or to exclude them from the meeting under Rule 21.4.

14.11 Closure motions

- (a) A Member may, provided that he/she has not already spoken, move without comment at the end of a speech of another Member the following motions:
- (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.
- (b) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

14.12 Point of order

A Member may raise a point of order at any time. The Chairman will hear the Member immediately. A point of order may only relate to an alleged breach of these Council Procedure Rules or the law. The Member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chairman on the matter will be final.

14.13 Personal explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

15. STATE OF THE DISTRICT DEBATE

15.1 Calling of debate

The Leader may call a state of the District debate annually on a date and in a form to be agreed with the Chairman.

15.2 Form of debate

The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity.

15.3 Chairing of debate

The debate will be chaired by the Chairman.

15.4 Results of debate

The results of the debate will be:

- (a) disseminated as widely as possible within the community and to agencies and organisations in the area; and
- (b) considered by the Cabinet in proposing the budget and policy framework to the Council for the coming year.

16. PREVIOUS DECISIONS AND MOTIONS

16.1 Motion to rescind a previous decision

A motion or amendment to rescind or reverse, or which has the effect of rescinding or reversing a decision of the Council made within the preceding 6 months cannot be moved unless the notice of motion is signed by at least one third of Members or unless it is a recommendation of a Committee or the Executive which appears on the agenda.

16.2 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 preceding 6 months cannot be moved unless the notice of motion or amendment is signed by at least one third of Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for 6 months.

17. VOTING

17.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

17.2 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.

17.3 Show of hands

Unless a secret ballot is required under Rule 17.4 or a recorded vote is demanded under 17.5, the Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

17.4 Voting on Member appointments

- (a) Where more than 1 person is nominated for any appointment made by the Council, voting shall be by secret ballot.
- (b) Where there are more than 2 persons nominated for any position to be filled by the Council, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

17.5 Recorded vote

- (a) Except as provided for in Rule 17.4, if 4 Members present at the meeting demand it, the names for and against the motion or amendment and those abstaining from voting will be taken down in writing and entered in the minutes.
- (b) In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote will be mandatory when setting the Council's Budget each year. This mandatory provision applies to not only the substantive motion, but any amendments made thereto.

17.6 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.

18. MINUTES

18.1 Signing the Minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

18.2 No requirement to sign Minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

19. RECORD OF ATTENDANCE

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

20. EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 22 (Disturbance by Public).

21. MEMBERS' CONDUCT

21.1 Standing to speak

A Member, when speaking at Council, must stand and address the meeting through the Chairman. Other Members must remain seated whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.

21.2 Chairman standing

When the Chairman stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

21.3 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 move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

21.4 Member to leave the meeting

If the Member continues to behave improperly after such a motion is carried, the Chairman may either move that the Member leaves the meeting (in which case the motion shall be put and determined without seconding or discussion) or adjourn the meeting for such period as he/she, in his/her discretion, shall consider expedient.

21.5 General disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks necessary.

21.6 Smoking

In accordance with the Council's Smoking Policy and national legislation, smoking is not allowed at any time in any part of the Council's buildings and offices by Members, officers or visitors.

22. DISTURBANCE BY PUBLIC

22.1 Removal of member of the public

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.

22.2 Clearance of part of meeting room

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.

23. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

23.1 Suspension

All of these Council Procedure Rules except Rule 17.6 and 18.2 may be suspended by motion on notice or without notice if at least one half of the whole number of Councillors are present. Suspension can only be for the duration of the meeting.

23.2 Amendment

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council if not coming forward as part of a recommendation of a Committee.

24. RECORDING, FILMING, BROADCASTING AND REPORTING OF COUNCIL AND COMMITTEE MEETINGS

- (a) With the knowledge of all persons present at a meeting, the public have the right to record, film, broadcast and report meetings of the Council that are open to the public, which includes the use of digital and social media recording tools such as Twitter, blogging etc.
- (b) Members of the public are recommended to give prior notice to film or audio record meetings so that necessary arrangements can be made to reduce disruption and possible prohibition at the commencement of the meeting.
- (c) The Chairman of the meeting will have absolute discretion to terminate or suspend any activity if, in their opinion, continuing to do so would prejudice proceedings at the meeting or cause disruption to officers, Councillors or other members of the public present.
- (d) While those attending Council and Committee meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
- (e) Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability from them so doing.

25. INTERPRETATION OF COUNCIL OR OTHER PROCEDURE RULES

The ruling of the Chairman as to the construction or application of the Council or other Procedure Rules, or as to any proceedings of the Council or a Committee shall not be challenged at any meeting of the Council or of a Committee.