

## **ANNEX 6 – COUNCIL STANDING ORDERS**

### **MEETINGS OF THE COUNCIL**

**Note :** \* = Those Standing Orders which are required or substantially required by law and cannot be suspended or revoked.

In these Standing Orders, except Standing Order 2, “Chairman” means the person presiding at the meeting. “Cabinet” means the Leader of the Council and other members appointed as Executive Members by the Leader.

### **STANDING ORDER 1 - Annual Meeting and Ordinary Meetings**

- (1)\* The Annual Meeting of the Council shall be held -
- (a) in a year of ordinary elections of County Councillors on the last Tuesday in the period of 25 days after the ordinary day of election.
  - (b) in every other year on the third Tuesday in May.
- (2) The other fixed meetings of the Council (“ordinary meetings”) shall be held each year:-
- on a weekday in February each year, not during half-term, to be determined by the Council
  - on a weekday in March or April each year, not during the Easter school holidays, to be determined by the Council
  - on the third Tuesday in July
  - on the third Tuesday in November or the last Tuesday in November as the Council may determine.
- (3) The Annual Meeting and all ordinary meetings of the Council shall be held at County Hall, Hertford at 10.00 a.m. or such other time of the day as is determined by the Chairman after consultation with the Leaders of the largest three Political Groups.
- (4) The Chairman may, after consultation with Group Leaders, cancel an ordinary meeting of the Council on grounds of lack of business or vary the date of an ordinary meeting of the Council by requiring the Chief Legal Officer to inform all members of the Council of the cancellation or variation of the date at any time before the summons is sent under Standing Order 3 (b).

## **STANDING ORDER 2 - Extraordinary Meetings**

- (1)\* The Chairman may call an extraordinary meeting at any time and in any place in Hertfordshire.
- (2)\* On a requisition signed by any five members of the Council the Chairman shall call an extraordinary meeting of the Council. If the Chairman refuses, or fails to do so within 7 days after the requisition has been presented, the five members may call a meeting at any time and in any place in Hertfordshire.
- (3) These Standing Orders shall apply to an extraordinary meeting as they apply to an ordinary meeting of the Council subject to the following modifications:

- (a) the summons sent to every member under Standing Order 3 shall state:
- (i) In the case of an extraordinary meeting called by the Chairman under Standing Order 2(1), the business specified by the Chairman as the business to be transacted at the meeting; or
  - (ii) In the case of an extraordinary meeting called following a requisition signed by 5 members of the Council the business specified in the requisition as the business to be transacted

And in either case no other business may be discussed at the meeting other than any business declared by the Chairman to be urgent

- (b) Standing Orders 7 (the Executive Report) and 8 (Questions) shall not apply
- (c) Only public petitions which relate to the business to be transacted at the meeting shall be presented
- (d) Standing Orders 9(6) to 9(10) (Notice of Motions) shall not apply.
- (e) The summons sent to every member under Standing Order 3 shall notify every member of the time and date by which written notice of motions in relation to the business to be transacted at the extraordinary meeting shall be lodged with the Chief Legal Officer provided that that time and date shall be no later than 5 p.m. on the second working day before the extraordinary meeting.

### **STANDING ORDER 3 - Notice**

- \* At least 5 clear days before a Council meeting -
  - (a) notice shall be published at County Hall of the time and place of the meeting
  - (b) a summons shall be sent to every member of the Council stating the time and place of the meeting and the business to be transacted.
  - (c) the minutes of the last meeting of the Council shall be sent to every member.

### **STANDING ORDER 4 - Chairman and Leader**

- (1)\* At the Annual Meeting the Council shall elect a Chairman and Vice-Chairman for the ensuing year
- (2)\* The Chairman if present shall chair the meeting.  
  
If the Chairman is absent, the Vice-Chairman will take the chair.  
  
If both are absent another member chosen by the members present will chair the meeting.
- (3) The Chairman is entitled to a briefing by Officers on the business of the meeting.
- (4) At the Annual Meeting in the year of the ordinary election of County Councillors the Council shall appoint an Executive Leader of the Council (referred to in these Standing Orders as “the Leader of the Council”) who shall hold office in accordance with the Constitution (Section 7).

### **STANDING ORDER 5 - Minutes**

- (1)\* Minutes of meetings shall be kept in a book which shall be signed at the next ordinary meeting by the Chairman. The book shall be open for inspection by any member of the Council.
- (2) Minutes of the previous meeting shall be taken as read and no motion shall be put or discussion take place except on their accuracy.

## STANDING ORDER 6 - Order of Business

- (1) At the Annual Meeting the order of business will be:
- a) to elect the Chairman of the Council for the ensuing year
  - b) to elect the Vice-Chairman of the Council for the ensuing year
  - c) to confirm the minutes of the last meeting as being correct
  - d) in a year when there is an ordinary election of County Councillors, to elect the Leader of the Council
  - e) to deal with business required by law or by the Constitution to be done
  - f) to receive a report from the Chief Legal Officer on political proportionality and to review the political balance of committees in accordance with Section 15 of the Local Government and Housing Act 1989
  - g) to make appointments to the Council's Scrutiny and other committees of the Council
  - h) to appoint Chairmen and Vice-Chairmen to the Council's committees
  - i) to appoint members to outside bodies except where appointment to those bodies has been delegated by Council or is exercisable only by the Executive
- (2) Except where the order of business is varied under Standing Order 6(3) below, the order of business at each ordinary meeting of the Council will be:
- a) to choose a person to preside if the Chairman and Vice-Chairman are absent
  - b) to confirm the minutes of the last meeting as being correct
  - c) to receive such announcements as the Chairman wishes to make
  - d) to deal with business required by law or by the Constitution to be done,
  - e) to appoint members to committees and/or chairman or vice chairmen of committees (if necessary)
  - f) to deal with any business remaining from the last meeting
  - g) to deal with questions from the public
  - h) to hear public petitions under the Council's Petition Scheme
  - i) to deal with officer reports relating to Executive Portfolios.
  - j) to receive a report from the Leader of the Council under Standing Order 7.
  - k) to deal with oral questions to the Leader and Executive Members under Standing Order 8
  - l) to deal with reports from the Overview and Scrutiny Committee and the Health Scrutiny Committee which shall be deemed to include all items referred to in the minutes of the relevant Committee, or work completed by any of their Topic Groups since the previous ordinary meeting of the Council.

- m) to deal with reports or recommendations from any other committee of the Council
  - n) to deal with reports from Officers not relevant to Executive Portfolios
  - o) to consider and deal with Notices of Motion under Standing Order 9(6) in the order in which they have been received.
  - p) to deal with any other business specified in the summons
- (3) Business falling under Standing Order 6(2)a) and b) shall not be displaced but, subject to statutory provision, the order of business specified in Standing Order 6(2)c) to p) may be varied by:
- (i) The Chairman in his/her discretion; or
  - (ii) By a resolution to vary the order of business passed on a motion moved and seconded without discussion
- (4)\* No business shall be transacted at a meeting of the Council except that:-
- (a) specified in the summons
  - (b) required by law
  - (c) declared by the Chairman to be urgent.
- (5) The Chairman may adjourn the meeting from time to time, or to another day if it appears him/her that the meeting cannot be conveniently concluded.

### **STANDING ORDER 7 - The Executive Report**

- (1) At every ordinary meeting of the Council other than a budget decision meeting (as defined in Standing Order 13 (6)) the Leader of the Council will present a report on the activities of the Executive since the previous ordinary meeting of the Council (“the Executive Report”), the Executive Report will:
- (i) include the position of key decisions in the Forward Plan and any executive key decisions taken under the provisions relating to special urgency;
  - (ii) include a section in relation to each Executive portfolio; and
  - (iii) be deemed to include all items referred to in the minutes of the relevant Cabinet Panels and any responses by the relevant Executive member(s) to any recommendations made by Overview and Scrutiny Committee or any Topic Group.

- (2) The Leader of the Council will move the reception of the Executive Report and may make a short statement introducing the Executive Report. Subject to Standing Order 7(3) below, no other member may speak in relation to the motion to receive the Executive Report
- (3) The Executive Report will be received without comment or question subject to the right of a member of the Executive to make a factual correction or update.
- (4) No amendment may be moved to the motion to receive the Executive Report.
- (5) Motions arising from the Executive Report may be moved provided that the motion has been submitted in accordance with Standing Order 9(3) or Standing Order 9(4), or if the debate is allowed under Standing Order 9(5).

## **STANDING ORDER 8 - Questions**

### Questions from Members to Leader and Executive Members

- (1) At each meeting of the Council there shall be an opportunity (referred to in this Standing Order as “Question Time”) for members of the Council to put oral questions to the Leader of the Council and Executive Members about the policies and priorities relevant to their portfolios.
- (2) Question Time shall take place at the end of consideration of the Executive Report under Standing Order 7.
- (3) Question Time shall be divided into two parts:
  - (a) Oral questions under Standing Order 8(1) from members who are members of political groups represented on the Council (“Group Question Time”); and
  - (b) Oral questions under Standing Order 8(1) from members who are not members of political groups represented on the Council (“Independent Members Question Time”).
- (4) Group Question Time shall precede Independent Members Question Time and shall involve oral questions being asked in rotation among the political groups, starting with the largest opposition group followed by other opposition groups in descending size order and concluding with the administration group, such questions being asked to the Leader of the Council and the Executive Members in rotation, with the rotations being repeated until the end of Group Question Time. Questioners shall be nominated by Group Leaders.

- (5) Independent Members Question Time shall follow Group Question Time and shall be an opportunity for members who do not belong to a political group to ask one oral question each, the order of these questions to be decided by the Chairman.
- (6) Each oral question will receive an oral reply unless the person to whom the question is put undertakes to provide a written reply within 7 days. One supplementary question may be asked in relation to each oral question.
- (7) Time Limits
- (a) Each member asking a question shall have a maximum of 1 minute to ask the question and 1 minute to ask any supplementary question.
- (b) A member responding to a question shall have a maximum of 2 minutes to respond to the question and 2 minutes to respond to any supplementary question.
- (c) Group Question Time shall end when there are no further oral questions from members who are members of political groups or at the expiration of 1 hour from the start of Group Question Time whichever is the earlier; provided that if at the end of 1 hour a question is being asked or a response to a question is being given then the question can be asked and responded to or the response given (if the question has been asked before the expiration of 1 hour) but no supplementary question shall be asked or responded to after the expiration of 1 hour
- (8) The minutes of the meeting will record the name of each member asking an oral question and any supplementary question and the name of the member who responded.
- (9) A member of the Council may put a written question to the Leader of the Council or to a member of the Executive on any matter relating to their portfolio by giving written notice to the Chief Legal Officer at least 10 days before a Council meeting. The question and the answer to it shall be appended to the Anticipated Order of Business for the meeting and shall be appended to the Minutes of that meeting. There shall be no discussion or debate about a written question at the meeting except as properly arising elsewhere within the business of the meeting.

#### Public Questions

- (10) At each meeting of the Council there shall be the opportunity for any member of the public being resident in or a registered local government elector of Hertfordshire to put questions to the Leader of the Council

and Executive Members about the policies and/or strategic priorities of the Council or about any matter which directly affects the county.

- (11) A member of the public who wishes to ask a question shall give written notice of it to the Chief Legal Officer at least 10 clear days before the meeting, stating to whom the question is to be put.
- (12) Questions shall be answered orally at the meeting in the order in which notice has been received. At the end of each reply, the questioner may put one supplementary question to the person to whom the original question was put; who may reply orally or may undertake to reply in writing within 7 days. There shall be no other debate or discussion of the question at the meeting.
- (13) The period of time allocated to questions under Standing Order 8(10) shall not exceed 30 minutes. Any questions remaining after that period has elapsed shall be answered in writing within 7 days.
- (14) Answers given orally at the meeting shall be included in the Minutes. Answers given in writing after the meeting shall be copied to all members.

#### Questions on Reports

- (15) A member may ask questions arising from a report presented to the Council (other than the Executive Report) at the time it is presented.

### **STANDING ORDER 9 - Motions**

#### All Motions

- (1) Every motion shall be relevant to some matter over which the Council has power or which directly affects the County.

#### Motions without Notice

- (2) The following motions may be moved without notice:-
  - (a) to appoint a person to preside at the meeting
  - (b) to question the accuracy of the minutes
  - (c) to vary the order of business under Standing Order 6(3)
  - (d) to appoint a committee or members thereof, arising from business referred to in the summons to the meeting



- (e) to adopt a report or recommendation from the Executive, a committee of the Council or from officers
- (f) subject to Standing Orders 7(4) and 10, to amend a motion
- (g) to exclude the press and public under section 100A of the Local Government Act 1972
- (h) To move one of the following motions in accordance with Standing Order 11(8)
  - (i) "That the question be now put"
  - (ii) "That the Council proceed to the next business"
  - (iii) "That the debate be now adjourned"
  - (iv) "That the Council now adjourn"
- (i) to move that a named member be not further heard or leave the meeting under Standing Order 14 (9)
- (j) subject to Standing Order 17(1) to suspend (but not vary or revoke) a specified Standing Order or Standing Orders in relation to a matter then under debate or to be debated

#### Motions arising from reports on the agenda

- (3) Subject to Standing Order 9(4) below notice of motions arising out of reports or recommendations from the Executive (including the Executive Report under Standing Order 7), Scrutiny Committees or any other Committee or officers, require notice in writing to be lodged with the Chief Legal Officer by noon on the third working day before the day of the meeting.
- (4) Where the motion relates to an item that has been considered by the Executive at a meeting held later than the time and day specified in Standing Order 9(3) above, notice in writing must be lodged with the Chief Legal Officer by 4 p.m. on the working day immediately before the meeting.
- (5) With the agreement of the Leaders of all of the political groups on the Council, or in the absence of such agreement if the Chairman in his/her absolute discretion shall determine that the substance of the motion is of such significance to Hertfordshire and such topicality that the motion should be debated, a motion of which notice has not been given in accordance with Standing Orders 9(3) or (4) above may be debated

Motions not arising from reports on the agenda

- (6) All motions which do not relate to a report on the agenda require notice, which shall be in writing, signed by the member (or members) of the Council giving the notice, and delivered at least 14 clear days before the meeting of the Council, to the Chief Legal Officer by whom it shall be entered in a book which shall be open to any member of the Council to inspect.
- (7) The Chief Legal Officer (subject to the deletion of any defamatory words) shall insert in the summons for every meeting of the Council all notices of motion, in the order in which they are received.
- (8) Unless the Chairman, in his/her absolute discretion shall determine that the substance of the motion is of such significance to Hertfordshire and such topicality that the motion be debated on the day the mover of a motion of which notice has been given under Standing Order 9(6) shall move the motion formally and shall not otherwise speak; the seconder shall second the motion formally and shall not otherwise speak. The motion shall then stand referred either to the Overview and Scrutiny Committee or to an appropriate Cabinet Panel as the Chairman may determine for consideration.
- (9) If the Chairman determines under Standing Order 9(8) that the motion will be dealt with on the day, the normal rules of debate will apply, except that the Chairman may, in his/her absolute discretion and notwithstanding the provisions of Standing Order 14(11) determine the number of speakers and a time limit for each speech.
- (10) If a motion, notice of which is given in the summons, is not moved by the member who has given the notice, or by another member, it shall be treated as abandoned.

**STANDING ORDER 10 – Amendments to Motions or Recommendations**

- (1) An amendment to a motion or recommendation shall relate directly to the subject matter of the motion or recommendation, and shall be either to leave out words, to put in words, or to leave out words and put in other words instead.  
  
An amendment shall not negative a motion or recommendation.
- (2) If an amendment is lost, other amendments may be moved, except that the Chairman may disallow repetitious ones. If an amendment is carried, it shall be incorporated into the original motion upon which subject Standing Order 10(3) further amendments may then be moved.

- (3) An amendment shall not be moved unless:
- (a) written notice of the proposed amendment has been lodged with the Chief Legal Officer by noon on the working day immediately before the day of the meeting; or
  - (b) in a case where the proposed amendment relates to a motion to which Standing Order 9(4) applies, written notice of the proposed amendment has been lodged with the Chief Legal Officer by 6 p.m. on the working day immediately before the day of the meeting; or
  - (c) the Chairman agrees in the interests of convenience to allow the amendment to be moved without such notice having been given; or
  - (d) the Leaders of all of the political groups represented on the Council agree that the amendment may be moved without such notice having been given.

#### **STANDING ORDER 11 - Procedure on Debates**

- (1) The Chairman may require the mover of a motion or amendment to provide a written version so that it may be read out.
- (2) All motions and amendments must be seconded with the exception of:
  - (i) a motion (other than a motion under Standing Order 11(8)) or amendment moved by the Chairman; or
  - (ii) a motion that the Council receive the Executive Report under Standing Order 7.
- (3) A member seconding a motion or amendment may reserve a speech until later in the debate.
- (4) The mover of a motion or amendment, with the consent of the seconder (where a seconder is required), may withdraw the motion or amendment, following which no further debate may then take place.
- (5) The mover of a motion, with the consent of the seconder (where a seconder is required), may alter the motion, but only if the alteration could have been moved as an amendment (see Standing Order 10(1)).
- (6) The Chairman, having notice that more than one motion or amendment on a matter is to be moved, may determine the order in which such motions or amendments are to be taken, and may determine that more than one motion or amendment be debated together.

- (7) A member shall not speak more than once on a motion or amendment except:-
- (a) on a point of order stating that a specified Standing Order has been broken and how
  - (b) by way of personal explanation confined solely to correcting a misunderstanding of an earlier speech on that motion or to rebut a personal allegation
  - (c) to exercise a right of reply under Standing Order 12
  - (d) to move a further amendment
- (8) The Chairman, or any member who has not previously spoken in that particular debate may, at the end of a speech of another member, move, without comment, one of the the following motions (which must then be seconded including when moved by the Chairman):-
- (a) “That the question be now put”
  - (b) “That the Council proceeds to next business”
  - (c) “That the debate be now adjourned”
  - (d) “That the Council now adjourn”.
- (9) If any of the motions referred to in Standing Order 11(8) is moved and seconded the Chairman shall proceed as follows.
- (a) In the case of a motion to proceed to next business, unless in the Chairman’s opinion the matter before the meeting has been insufficiently discussed, the Chairman shall first give the mover of the original motion the right of reply under Standing Order 12 and then put the motion to proceed to next business to the vote without further discussion;
  - (b) If the motion to proceed to the next business is carried then the meeting will move to the next substantive item of business on the Agenda; if the motion is lost then the original vote and any amendments on it (if they have been debated together) will be put to the vote without any further debate.
  - (c) In the case of a motion that the question be now put the Chairman shall, unless in his/her opinion the matter before the meeting has been insufficiently discussed, first put to the vote the motion that

- the question be now put and, if it is carried, give the mover of the original motion the right of reply under Standing Order 12 before putting the question (either the motion or an amendment to the motion or where the motion and any amendments have been taken in one debate both the motion and amendments on it) (as the case may be) to the vote without further discussion;
- (d) In the case of either a motion that the debate be now adjourned or that the Council now adjourn, the Chairman shall, if in his/her opinion, the matter before the meeting has not been sufficiently discussed, and cannot reasonably be discussed on that occasion, put the adjournment motion to the vote without further discussion and without giving the mover of the original motion the right of reply under Standing Order 12. If the motion is carried the Chairman may fix a time and date for the debate to be resumed or for an adjourned meeting of the Council to be held, but if no time and date is fixed by the Chairman the business or the remaining business shall stand adjourned to the next ordinary meeting of the Council.
- (10) Where the Council is considering a petition under the Council's Petition Scheme ("a petition") which does not relate to an item of business that would otherwise have been on the Agenda for Council these Standing Orders shall be subject to Standing Orders 11(11) to 11(15) below which shall apply.
- (11) If more than one notice of motion has been submitted under Standing Order 9(3) in relation to a petition the motion of which notice was first given shall be the only motion debated.
- (12) In the case of a motion or amendment moved relating to a petition, only the following members shall be entitled to speak on the motion or amendment and in the following order:
- (a) the proposer of the motion or amendment;
  - (b) one member from each group provided that the member is not a member of the same group as either the proposer or the seconder of the motion or amendment;
  - (c) the seconder of the motion or amendment.
- (13) Where no motion is moved in relation to a petition, one member and only one member from each political group may speak in relation to the petition and the petition will then be referred (at the discretion of the Chairman) to the Overview and Scrutiny Committee, the appropriate

Cabinet Panel or to officers for consideration and report to the local member and Group Spokesmen.

- (14) No member may speak in relation to a petition or in any debate relating to a petition except as provided under Standing Orders 11(11) to 11(13) above.
- (15) The proposer of a motion relating to a petition shall not have a right of reply under Standing Order 12.

### **STANDING ORDER 12 - Right of Reply**

- (1) Subject to any provision to the contrary in these Standing Orders, at the close of a debate the proposer of a motion shall have a right to reply immediately before it is put to the vote . That right of reply shall not introduce new matter.
- (2) If an amendment is proposed, the proposer of the original motion shall also have a right of reply at the close of the debate upon the amendment, immediately before it is put to the vote, but shall not otherwise speak on the amendment.
- (3) The proposer of an amendment shall not have a right of reply in relation to the amendment.
- (4) After every right of reply is exercised under this Standing Order the question shall be put to the vote without further discussion.

### **STANDING ORDER 13 - Voting**

- (1)\* Except where otherwise required by law, all questions shall be decided by a majority of members present and voting.
- (2)\* In the case of an equality of votes, the Chairman shall have a second or casting vote.
- (3)\* Subject to Standing Orders 13(4) and 13(5) voting shall normally be by show of hands
- (4)\* Immediately before a vote is taken at least 8 members of the Council may require the vote to be recorded to show how each member present voted and the name(s) of any member(s) who abstained from voting (“a recorded vote”)

- (5)\* A recorded vote will be taken in relation to a vote at a budget decision meeting on any decision relating to the budget or the issuing of the Council tax precept.
- (6) For the purposes of Standing Order 13(5) and Standing Order 7:  
  
‘budget decision meeting’ means a meeting of the Council which is convened to consider the Council’s budget and/or the issuing of the Council tax precept or at which the Council’s budget or the issuing of the Council tax precept is considered’;  
  
‘Council tax precept’ means a precept under Chapter 4 of Part 1 of the Local Government Finance Act 1992
- (7)\* Immediately after a vote has been taken any member may require that the Minutes record the way in which that member voted
- (8) Where three or more persons are nominated for one position to be filled, and of the votes cast there is no overall 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 taken until a majority of votes is cast in favour of one person.
- (9) Where more than one position is to be filled by the Council and there are more candidates than positions, votes shall be cast by written ballot.

## **STANDING ORDER 14 – Conduct of Meetings**

### All Meetings

- (1)\* All meetings of the Council shall be open to the public to the extent of the safe capacity of the Chamber.
- (2) Smoking is prohibited.

### Members of the Council

- (3) A member when speaking shall address the Chairman.
- (4) The Chairman shall determine which member shall speak and in which order.
- (5) Only one member shall speak at once.
- (6) When the Chairman rises, all members will sit and be silent.
- (7) All speeches shall be relevant to the matter in hand.

- (8) The ruling of the Chairman on any point of order shall be final.
- (9) If a member persistently disregards the ruling of the Chairman, behaves in a disorderly manner or wilfully obstructs the business of the meeting:-
- (a) the Chairman may adjourn or suspend the meeting for so long as seems fit
  - (b) a member may move “that the member named be not further heard” or “that the member named leave the meeting” and upon being seconded such motion shall be put without discussion and shall, if passed, be complied with forthwith. If the member named does not comply or otherwise persists in misconduct, the Chairman may order that the member be removed.
- (10) Members shall ensure that their mobile phones are switched off or otherwise silenced during the meeting. A member whose mobile phone sounds during the meeting may be warned by the Chairman; if the member’s phone sounds again during the meeting after such a warning has been given the Chairman may ask the member to leave the meeting.
- (11) In accordance with the provisions of Section 100A(7A) to (9) of the Local Government Act 1972, any person present at a meeting of the Council shall, while that meeting is open to the public, be entitled to report on the meeting (including filming, photographing, making an audio recording of the proceedings, providing commentary on the proceedings and using any other means for enabling persons not present to see or hear the proceedings as they take place or later) and shall be afforded reasonable facilities for that purpose, provided that no person present shall be entitled to report orally or make an oral commentary on the meeting as it takes place.

#### Time Limits - Speeches

- (11) (a) The time limits for speeches shall be as follows:
- (i) for the mover of a motion when moving the motion: 5 minutes;
  - (ii) subject to Standing Order 14(11)(b), for the first speaker to a motion (after the mover of the motion ) from each political group other than the political group to which the mover of the motion belongs: 5 minutes;



- (iii) in all other cases, including the exercise of a right of reply under Standing Order 12: 3 minutes.
  
- (b) The leader of a political group may nominate in writing to the Chairman prior to the meeting another member of his/her political group to have the ability to speak for 5 minutes in relation to a motion in the place of the first speaker from that political group.
  
- (c) The Chairman may vary the time limits under Standing Order 14(11)(a)(i) to (iii) above at his/her discretion.
  
- (d) Debate on a motion relating to the Executive Report under Standing Order 7, or any amendment relating to such a motion, shall not continue after the end of the period of 2 hours from the start of the Council's consideration of the Executive Report ("the 2 hour period") and immediately after the end of the 2 hour period the Chairman shall take the following steps:
  - (i) put any motion or amendment then under debate to the vote without further discussion and without giving the mover of the motion the right of reply under Standing Order 12;
  
  - (ii) if an amendment was under debate at the end of the 2 hour period, having put the amendment to the vote, put the original (or amended) motion to the vote without further discussion and without giving the mover of the motion the right of reply under Standing Order 12;
  
  - (iii) require any motion(s) listed in the order paper which have not been moved to be formally moved and seconded without further discussion;
  
  - (iv) in relation to each such motion as is referred to in (iii) above, require any amendment(s) listed in the order paper to be formally moved and seconded without further discussion;
  
  - (v) in relation to each such motion as is referred to in (iii) above, first to put any amendment to the vote and then, having put the amendment to the vote, put the original (or amended) motion to the vote, in all cases without further discussion.
  
- (e) No motion relating to the Executive Report shall be moved within 20 minutes before the end of the 2 hour period.

### Press and Public

- (12) If a member of the public interrupts the meeting or behaves in a disorderly manner the Chairman shall give a warning. If such a warning is disregarded, the Chairman may order that the member of the public be removed and may adjourn or suspend the meeting for so long as seems fit.
- (13) In the case of general disturbance by members of the public the Chairman may order that all or part of the Chamber be cleared and may order that members of the public be removed from all or any part of County Hall and may adjourn or suspend the meeting for so long as seems fit.
- (14) Standing Order 14 (9) (use of mobile phones) shall apply to members of the public and press as it applies to members of the Council.

### **STANDING ORDER 15 - Public Petitions**

- (1) Petitions can be presented to Council in accordance with the Council's Petition Scheme
- (2) The Petition Organiser may address the Council for no more than three minutes on the subject of the petition, but thereafter shall not have the right to speak further.

### **STANDING ORDER 16 - Quorum**

- \* No business shall be transacted unless twenty members are present in the Chamber.

### **STANDING ORDER 17 - Variation and Suspension**

- (1) Those Standing Orders marked \* are required or substantially required by law and cannot be suspended or revoked.
- (2) Other Standing Orders may be suspended on the passing of a motion specifying the Standing Order(s) to be suspended but may only be varied or revoked after consideration of a report from the Executive.