

# **WEST NORTHAMPTONSHIRE JOINT PLANNING COMMITTEE**

## **SUPPLEMENTARY PROCEDURE RULES**

### **1. Duration of Meeting**

If a meeting is still continuing two hours after it commenced, the meeting shall be concluded (without prejudice to the right of any Joint Committee closure motion pursuant to Rule 4.11 of these Rules) and the remaining business shall stand adjourned to the next meeting. However the Joint Committee may resolve to continue to consider some or all of the remaining agenda items before the meeting concludes.

### **2. Public Participation**

2.1 Members of the public may present petitions to the Joint Committee and ask questions of Members of the Joint Committee at ordinary meetings subject to the restrictions set out below.

2.2 Petitions and questions shall be directly relevant to some matter in relation to which the Joint Committee has powers and duties and which directly affects the area of West Northamptonshire.

2.3 Any local government elector for the area shall be entitled to present a petition containing a minimum of 50 signatures of local government electors for the area to an ordinary meeting of the Joint Committee. He or she must notify the Chief Executive of South Northamptonshire Council in writing or by email at least three clear days before the meeting (i.e. not counting the day of the meeting or the day of receipt) to which the petition is to be presented. A representative of the petitioners, being a local government elector for the area, may speak at the meeting in support of the petition for up to three minutes. The petition shall then be referred without discussion to the next meeting of the Joint Committee for consideration.

- 2.4 Any local government elector for the area wishing to ask a question of a Joint Committee Member may do so at an ordinary meeting of the Joint Committee. He or she shall give notice of the question in writing or by email to the Chief Executive of South Northamptonshire Council at least three clear days before the meeting (i.e. not counting the day of the meeting or the day of receipt). The elector may also nominate a Joint Committee Member to whom the question shall be put although the Chairman may nominate a different Joint Committee Member and the Chairman's decision shall be final in this regard. If no Joint Committee Member is nominated by the elector the Chairman shall nominate the Joint Committee Member to answer the question. The elector can speak in relation to the question for up to three minutes. No supplementary question may be asked unless it is to seek clarification of the answer given. The answer may take the form of an oral statement by the relevant Joint Committee Member, or may be given subsequently in writing to the questioner with a copy of the written answer circulated to all Members of the Joint Committee with the agenda for the next ordinary meeting of the Joint Committee. No discussion shall take place on the question or answer.
- 2.5 The Chief Executive of South Northamptonshire Council may, in consultation with the Chairman of the Joint Committee, refuse to submit a petition or question to the meeting if he or she considers it to be offensive, defamatory, frivolous or vexatious.
- 2.6 No more than five petitions and/or questions shall be presented/submitted to any one meeting. Those submitted shall be dealt with in the order of receipt by the Chief Executive of South Northamptonshire Council.
- 2.7 The Chief Executive of South Northamptonshire Council shall notify the Chairman of any petitions and questions received in accordance with this Rule as soon as is practicable.

### **3. Motions Without Notice**

- 3.1 The following motions may be moved without notice:

- 3.1.1 to appoint a Chairman of the meeting at which the motion is moved;
- 3.1.2 to question the accuracy of the minutes;
- 3.1.3 to change the order of business in the agenda;
- 3.1.4 to refer something to an appropriate body or individual;
- 3.1.5 to appoint a sub committee arising from an item on the summons for the meeting;
- 3.1.6 to withdraw a motion;
- 3.1.7 to amend a motion;
- 3.1.8 to proceed to the next business;
- 3.1.9 that the question be now put;
- 3.1.10 to adjourn a debate;
- 3.1.11 to adjourn a meeting;
- 3.1.12 to allow the meeting to continue beyond two hours in duration;
- 3.1.13 to suspend a particular supplementary procedure rule;
- 3.1.14 to exclude the public and press in accordance with the terms of Schedule 12A to the Local Government Act 1972; and
- 3.1.15 not to hear further a Joint Committee Member named under Rule 10.3 or to exclude them from the meeting under Rule 10.4.

## **4. Rules of Debate**

### **4.1 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.

### **4.2 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.

### **4.3 Secunder's Speech**

When seconding a motion or amendment, a Joint Committee Member may reserve his/her speech until later in the debate.

### **4.4 Content and Length of Speeches**

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed three minutes (or five minutes in the case of the mover of a substantive motion) without the consent of the Chairman.

### **4.5 When a Joint Committee Member May Speak Again**

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

4.5.1 to speak once on an amendment moved by another Joint Committee Member;

4.5.2 to move a further amendment if the motion has been amended since he/she last spoke;

4.5.3 if his/her first speech was on an amendment moved by another Joint Committee Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);

4.5.4 in exercise of a right of reply;

4.5.5 on a point of order; or

4.5.6 by way of personal explanation.

#### **4.6 Amendments to Motions**

4.6.1 An amendment to a motion must be relevant to the motion and shall be:

4.6.1.1 to refer the matter to an appropriate body or individual for consideration or reconsideration; or

4.6.1.2 to leave out words; or

4.6.1.3 to leave out words and insert or add others; or

4.6.1.4 to insert or add words

as long as the effect of 4.6.1.2 to 4.6.1.4 is not to negate the motion.

4.6.2 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.

4.6.3 If an amendment is not carried, other amendments to the original motion may be moved.

4.6.4 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.

4.6.5 After an amendment has been carried, the Chairman shall read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

#### **4.7 Alteration of Motion**

4.7.1 A Joint Committee Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent shall be signified without discussion.

4.7.2 A Joint Committee 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 shall be signified without discussion.

4.7.3 Only alterations which could be made as an amendment may be made.

#### **4.8 Withdrawal of Motion**

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

#### **4.9 Right of Reply**

4.9.1 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.

4.9.2 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.

4.9.3 The mover of the amendment has no right of reply to the debate on his or her amendment.

#### **4.10 Motions which may be Moved during Debate**

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

4.10.1 to withdraw a motion;

4.10.2 to amend a motion;

4.10.3 to proceed to the next business;

4.10.4 that the question be now put;

4.10.5 to adjourn a debate;

4.10.6 to adjourn a meeting;

4.10.7 that the meeting continue beyond 2 hours in duration;

4.10.8 to exclude the public and press in accordance with the terms of Schedule 12A to the Local Government Act 1972; and

4.10.9 to not hear further a Joint Committee Member named under Rule 10.3 or to exclude them from the meeting under Rule 10.4.

## **4.11 Closure Motions**

4.11.1 A Joint Committee Member may move, without comment, the following motions at the end of a speech of another Joint Committee Member:

4.11.1.1 to proceed to the next business;

4.11.1.2 that the question be now put;

4.11.1.3 to adjourn a debate; or

4.11.1.4 to adjourn a meeting.

4.11.2 If a motion to proceed to next business is seconded and the Chairman (after seeking advice from the relevant officers present) thinks the item has been sufficiently discussed, he or she shall give the mover of the original motion a right of reply and then put the procedural motion to the vote.

4.11.3 If a motion that the question be now put is seconded and the Chairman (after seeking advice from the relevant officers present) thinks the item has been sufficiently discussed, he/she shall put the procedural motion to the vote. If it is passed he/she shall give the mover of the original motion a right of reply before putting his/her motion to the vote.

4.11.4 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman (after seeking advice from the relevant officers present) thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she shall put the procedural motion to the vote without giving the mover of the original motion the right of reply.

## **4.12 Point of Order**

A Joint Committee Member may raise a point of order at any time. The Chairman shall hear it immediately. A point of order may only relate to an alleged breach of



procedural requirements or the law. The Joint Committee Member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chairman (to be made after the taking of advice from the relevant officers present) on the matter shall be final.

#### **4.13 Personal Explanation**

A Joint Committee 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 Joint Committee Member which may appear to have been misunderstood in the present debate. The ruling of the Chairman (to be made after the taking of advice from the relevant officers present) on the admissibility of a personal explanation shall be final.

### **5. Previous Decisions and Motions**

#### **5.1 Motion to Rescind a Previous Decision**

A motion or amendment to rescind a decision made at a meeting of the Joint Committee within the past six months cannot be moved unless the notice of motion is signed by at least 5 Joint Committee Members and delivered to the Chief Executive of South Northamptonshire Council ten clear days before the meeting.

#### **5.2 Motion Similar to One Previously Rejected**

A motion or amendment in similar terms to one that has been rejected at a meeting of the Joint Committee in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 5 Members and delivered to the Chief Executive of South Northamptonshire Council at least ten clear days before the meeting. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

## **6. Voting**

### **6.1 Majority**

Any matter shall be decided by a simple majority of those Joint Committee Members voting and present in the room at the time the question was put.

### **6.2 Chairman's Casting Vote**

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

### **6.3 Recorded Vote**

If one of the Joint Committee Members entitled to vote and present at the meeting so demands, the names for and against the motion or amendment or abstaining from voting shall be taken down in writing and entered into the minutes. A demand for a recorded vote shall override a demand for a ballot.

### **6.4 Right to Require Individual Vote to be Recorded**

Where any Joint Committee Member requests it no later than immediately after the vote is taken, their vote shall be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

### **6.5 Voting on Appointments of Joint Committee Members**

If there are more than two Joint Committee Members nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes shall be taken off the list and a new vote

taken. The process shall continue until there is a majority of votes for one person. If there is more than one Joint Committee Member to be appointed, and the number of Joint Committee Members nominated exceeds the number of vacancies to be filled, a similar process shall be followed until there is a clear majority of votes in favour of two or more Joint Committee Members as the case may be.

## **7. Minutes**

### **7.1 Signing the Minutes**

At the next suitable meeting the Chairman shall move that the minutes of the previous meeting be signed as a correct record. Only the accuracy of the minutes may be questioned. The Chairman shall sign the minutes at that meeting.

### **7.2 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 5(2) of the Schedule to the West Northamptonshire Joint Committee Order 2008 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of the signing of minutes.

### **7.3 Form of Minutes**

Minutes shall contain all motions and amendments in the exact form and order the Chairman put them.

## **8. Record of Attendance**

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

## **9. Exclusion of Public**

Members of the public and press may be excluded only in accordance with the provisions of the Local Government Act 1972 relating to confidential and exempt information.

## **10. Members' Conduct**

### **10.1 Member Not to be Heard Further**

If a Joint Committee Member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman (after taking advice from the relevant officers present) may move that the Joint Committee Member be not heard further. If seconded, the motion shall be voted on without discussion.

### **10.2 Member to Leave the Meeting**

If the Joint Committee Member continues to behave improperly after such a motion is carried, the Chairman (after taking advice from the relevant officers present) may move that either the Joint Committee Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion shall be voted on without discussion.

### **10.3 General Disturbance**

If there is a general disturbance making orderly business impossible, the Chairman (after taking advice from relevant officers present) may adjourn the meeting for as long as he/she thinks necessary.

## **11. Disturbance by Public**

### **11.1 Removal of Member of the Public**

If a member of the public interrupts the proceedings, the Chairman shall warn the person concerned. If they continue to interrupt, the Chairman (after taking advice from the relevant officers present) shall order their removal from the meeting room.

### **11.2 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 (after taking advice from the relevant officers present) may adjourn the meeting for as long as he/she considers necessary and call for that part to be cleared.

## **12. Suspension and Amendment of Procedure Rules**

### **12.1 Suspension**

All of these Supplementary Procedure Rules except Rules **16.4, 16.5 and 17.2** may be suspended by motion on notice, or without notice if at least one half of the whole number of Joint Committee Members are present. Suspension can only be for the duration of the meeting.

### **12.2 Amendment**

Any motion to add to, vary or revoke these Supplementary Procedure Rules shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Joint Committee.