

Appendix 1

PART FIVE – DEMOCRACY – PROCEDURES

PART A – PROCEDURE RULES FOR MEETINGS OF THE FULL COUNCIL

ORDER OF BUSINESS

13. Except for the annual meeting at which the election of Chairman and Vice-Chairman will be considered first, the order of business will usually be:

- a. the choice of a person to preside if the Chairman and Vice-Chairman are absent
- b. any business having priority by law
- c. confirmation of the minutes of the last meeting of the Full Council
- d. apologies for absence, including reasons
- e. declarations of interest
- f. business outstanding from the last meeting
- g. Chairman of the County Council's business
- h. constituency issues
- ~~h.i.~~ petitions
- ~~i.i.~~ clarification on minutes of committee meetings
- ~~j.k.~~ reports for decision by the Full Council
- ~~k.l.~~ questions to Nottinghamshire and City of Nottingham Fire Authority and responses
- ~~l.m.~~ questions to Committee Chairmen and responses
- ~~m.n.~~ consideration of motions
- ~~n.o.~~ any debate adjourned from earlier in the meeting (Adjournment Debate)

CONSTITUENCY ISSUES (ADDITION TO PROCEDURE RULES)

- 21. At any Full Council meeting except the annual meeting, a special meeting and the annual budget meeting, Councillors will be given an opportunity to speak for up to three minutes on any issue which specifically relates to their division and is relevant to the services provided by the County Council.
- 22. Such a speech will not give rise to a debate on the issue or a question and answer session.
- 23. Any Councillor who wishes to make a three minute speech must notify Democratic Services by 10am two working days before the Full Council meeting.
- 24. A maximum of 30 minutes is allowed for this item. If the number of Councillors wishing to make the three minute speeches is such that this 30 minute

allocation would be exceeded, Councillors authorised to speak will be decided by ballot based on political proportionality.