

**Appendix B3****BOLSOVER AND NE DERBYSHIRE DISTRICT  
Council Procedure Rules**

These rules set out how meetings of the Council and most committees will be conducted, for example who can speak, when and how proposals are debated.

**1. Annual Council Meeting****TIMING AND BUSINESS**

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- 1.1 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:

- (a) elect a person to preside if the *Chairman* of the Council is not present;
- (b) elect the *Chairman* of the Council;
- (c) ~~appoint~~ elect the *Vice Chairman* of the Council;
- (d) receive any declarations of interest;
- (e) approve the minutes of the last meeting;
- (f) receive any announcements from the *Chairman* of the Council and/or the *Chief Executive*;
- (g) elect the *Leader of the Council* \* in the year of District Council elections only;
- (h) receive the announcement of the appointment of the Deputy Leader and Members of the Cabinet;
- (l) consider any other business as set out in the notice of the meeting.

**COMMITTEES AND OUTSIDE BODIES**

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- (j*h*) appoint at least one *Scrutiny Committee* and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the *Council Meeting* nor are *Executive Functions*
- (k*i*) decide the size and terms of reference for those committees;