

Article 4 – The Council Meeting and Chairman of Council

This article explains the role of the *Council Meeting* which is when all *Councillors* attend a formal meeting in the Council Chamber in the Council's Offices. This is different to other meetings involving *Councillors* which may be committee meetings, less formal working groups or meetings of partnerships in which the Council is involved.

It also sets out the special role of the *Chairman of Council* who not only chairs *Council Meetings* but also has an important civic position as the non-political representative of the Council on ceremonial and other occasions.

4.1 Council Meetings

(a) Types of Council Meetings

There are three types of Council Meetings:-

- (i) The Annual meeting
- (ii) Ordinary meetings
- (iii) Extraordinary meetings

(b) Rules applying to Council Meetings

The *Council Procedure Rules* apply to *Council Meetings*.

4.2 Functions of the Council meeting and Functions Scheme

The *Council Meeting* will have the functions set out in the *Functions Scheme*.

4.3 Chairman of Council

(a) Election

The *Chairman of the Council* and the Vice-Chairman will be elected annually by the *Council Meeting*.

(b) Functions

The *Chairman of the Council* and, in the Chairman's absence, the Vice-Chairman will have the following roles and functions:

- (i) to uphold and promote the purposes of the Constitution;
- (ii) to decide what the Constitution means if there is a dispute;
- (iii) to chair *Council Meetings* so that decisions can be taken efficiently, with regard to the rights of *Councillors* and the interests of the community;
- (iv) to make sure that *Council Meetings* are a place for debating matters of concern to the local community and the place at which members who are not on the *Cabinet* are able to hold the *Cabinet* to account;

- (v) to promote public involvement in the Council's activities and in the democratic process;
- (vi) to be the conscience of the Council;
- (vii) to attend those civic and ceremonial functions which they or the Council consider appropriate; and

(viii) to approve as urgent decisions, which will not be subject to *Call In*, when the Chairman of the relevant *Scrutiny Committee* is unavailable.