

ANNUAL COUNCIL:

- This meeting is in May and its primary functions are to elect the Mayor and Leader of the Council, and appoint the Deputy Mayor and Chairs and Members of all committees.
- Annual Council also determines other routine constitutional arrangements for the year and may also include normal items of business.
- A special order of proceedings is produced for each Annual Council meeting as it is, first and foremost, a ceremonial meeting.

THE PUBLIC AND MEDIA:

- Members of the public and media are entitled to attend all Council meetings but can be excluded if there are any confidential items.
- Members of the public can address the Council on any item that is on the agenda provided they apply in advance by a specified deadline.
- There is a 3-minute time limit on public speakers.

MORE INFORMATION:

More detailed information on full Council responsibilities and procedures can be found in Part 3, Section B and Part 4 Section A respectively of the Constitution.

FOR SPECIFIC PROCEDURAL ADVICE PLEASE CONTACT:

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A GUIDE TO FULL COUNCIL MEETINGS

OVERVIEW:

- Full Council is the sovereign body of the Authority chaired by the Mayor. All councillors are members of full Council.
- Primary purpose of full Council is to make decisions on high level policy matters, and receive recommendations from its committees.
- Full Council has specific delegated powers defined by legislation. These are separate and distinct from the powers of the Cabinet.
- Annual meeting of the Council appoints members to its committees and elects the Mayor and Leader of the Council for the year.
- There are 6 meetings of the full Council in a year, one for each cycle of meetings, plus the annual meeting in May.

MEETING STRUCTURE:

A normal meeting of the full Council is in 3 distinct parts:

- **Part 1 is reports.** These can be reports direct to the full Council or recommendations arising from reports considered at committees.
- **Part 2 is motions.** These are proposals put by individual members on any subject relevant to Council activity and the Borough. They have to be submitted by a prescribed deadline.
- **Part 3 is discussion.** This is where any member can raise for discussion any item from the minutes of committees from that cycle.

PROCEDURES:

The general procedures for parts 1 and 2 of the meeting where formal decisions are required are the same and are as follows:

1. Any councillor can propose the report recommendation (part 1 items). The motion author proposes the motion (part 2 items).
2. Any councillor can then second the recommendation/motion.
3. Any councillors can then suggest and/or second an amendment to the proposed recommendation/motion.
4. Any public speakers are heard at this point
5. Initial speech by proposing councillor.
6. Open debate for all councillors on the recommendation/motion and any amendment.
7. Summary statement from original proposing councillor.
8. Vote and decision on the matter.

Procedure for part 3 of the meeting:

1. Any items for discussion on items in the committee minutes are submitted in advance.
2. The Mayor will call each item in turn. The councillor who calls the item makes his/her statement.
3. The Mayor calls on any other councillors in turn.
4. The matter ends there unless the original speaker has asked for the item to be referred back to its committee. If seconded, this is put to the Council for a vote.
5. Committees have the power to act within their delegated authority. Therefore, only items that have not been irrevocably enacted upon can be viably referred back for further consideration.

PROTOCOLS:

There are a number of rules and conventions at Council meetings. Here are the key ones for councillors:

- It is customary to stand when speaking at Council meetings though this is not obligatory. Some councillors choose to remain seated.
- Please ensure for the benefit of fellow councillors and members of the public that you speak clearly and use the microphone provided.
- All speeches should be directed to the Mayor. Terminology is either "Mr Mayor" or "Madam Mayor".
- Councillor speeches are limited to 5 minutes unless the Mayor specifically relaxes this rule.
- Other than the proposer of a matter who is entitled to make an opening speech and a sum-up, all councillors are allowed only one speech per item unless the Mayor specifically relaxes this rule.
- Only one councillor may speak at any one time.
- A councillor can call for advice from a senior officer on any item. Otherwise, the convention is that officers do not speak at full Council meetings unless a procedural intervention is necessary.