

PART 4A – PROCEDURE RULES GOVERNING HOW FULL COUNCIL OPERATES

1. Annual Meetings

Timing and business

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 (see Part 2 – Section 2). In any other year, the annual meeting will take place in May.

The Annual Meeting will:

- (a) elect a person to preside if the chairman of council is not present
- (b) elect the Chairman of the Council
- (c) elect the Vice Chairman of the Council
- (d) approve the minutes of the last meeting
- (e) receive any declarations of interest from members
- (f) approve a programme of Ordinary Meetings of the Full Council for the year
- (g) elect the Leader (in a year when there is an ordinary election of councillors only)
- (h) appoint at least one Overview and Scrutiny Committee and such other committees as the council considers appropriate
- (i) decide the size and terms of reference for those committees
- (j) appoint the chairman and vice chairman of the Corporate Scrutiny Committee and the chairman and vice chairmen of any other committees or sub-committees appointed by council
- (k) receive nominations of councillors to serve on outside bodies that are required to be appointed by the council
- (l) formally adopt a Members' Allowances Scheme
- (m) review the representation of different political groups on committees and sub-committees
- (n) receive any announcements from the chairman and/or Head of Paid Service
- (o) receive Leader's annual update report, except in an election year, if they are not re-elected
- (p) hold members' question time of the Leader
- (q) consider any business set out in the notice convening the meeting

In the period after ordinary council elections and before the annual council any member who holds office within the council immediately prior to the election AND is re-elected, shall continue in that office until the date of the annual meeting.