

#### 4. Extraordinary Meetings

A request may be made to call an Extraordinary Meeting of Full Council by:

- (a) the Full Council by resolution
- (b) the Chairman of the Council
- (c) the Monitoring Officer or
- (d) any five members of the council if they have signed a requisition presented to the Chairman of the Council and they have refused to call a meeting, or have failed to call a meeting within seven days of the presentation of the requisition

The requisition must specify by motion, or by report from officers, the issue to be considered at the meeting.

When considering a requisition, the chairman shall decide, in consultation with the Chief Executive and Monitoring Officer, whether to call the Extraordinary Meeting on the same date as the next scheduled Ordinary Meeting of the council or on an earlier date in exceptional circumstances.

Among the factors that shall be taken into account by the chairman when deciding are:

- (a) whether the subject matter of the requisition is a single, major issue
- (b) whether the subject matter was genuinely unforeseen at the time of the last meeting
- (c) whether any significant decision to which the subject matter relates has yet to be taken and, if so, any associated deadlines
- (d) the degree of urgency, if any, and the consequential ability to have a matter considered by council before it is too late to alter a course of events (the greater the urgency, the earlier the meeting should be held)
- (e) whether the issue has been the subject of Call-In in the previous six months
- (f) subject to the above, administrative convenience/inconvenience and maximising the attendance of councillors.

Once the decision is made, the chairman should keep their decision under review in case of any substantial changes in circumstances that might require or justify a meeting to be called earlier.

The business to be transacted at an Extraordinary Meeting shall be restricted to the matters for which the meeting was called as set out in the motion, and no other business shall be considered.

The chairman can amend the order of business on the agenda and at the meeting as they see fit.

There are also meetings that may be convened for a specific statutory purpose (such as, for example, the appointment of honorary aldermen and honorary alderwomen).