

2. Ordinary Meetings

Timing and business

Ordinary meetings of the council will take place in accordance with a programme determined at the annual meeting of the council and notified in the summons for the meeting by the Monitoring Officer.

Any meeting of Full Council (except for the Budget Meeting) will end after three hours of the advertised start time (usually starts 6pm), with no ability to extend. Where it is the Budget Meeting of Full Council, the meeting will end after four hours of the advertised start time (usually starts 5pm), with no ability to extend. Any remaining items of business, at the chairman's discretion, will either be referred to an Extraordinary Meeting or to the next Ordinary Meeting.

Ordinary meetings will:

- (a) elect a person to preside if the chairman and vice chairman are not present
- (b) approve the minutes of the last meeting
- (c) receive any declarations of interest from members
- (d) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting
- (e) Youth Council questions. Such questions to be within the scope of questions set out in Part 4B rule 15 (Questions by Members of the Public)
- (f) consider any petitions submitted in accordance with the Petition Scheme (see Part 4C)
- (g) receive any announcements from the chairman or Head of Paid Service (total period for announcements shall not exceed 15 minutes)
- (h) receive the Leader's update report
- (i) deal with any business from the last council meeting
- (j) receive recommendations from the Cabinet and the council's committees or boards
- (k) receive reports about, and receive questions and answers on, the business of external organisations
- (l) consider motions*
- (m) hold members' question time of the Leader
- (n) consider any other business specified in the summons to the meeting*

* these items can be considered alongside each other, when appropriate.