

Minor Amendment to the General Committee Procedure Rules

The following paragraph has been inserted into the General Committee Procedure Rules.

15. DURATION OF MEETING

- 15.1 **Commencement:** Most formal Committee meetings will commence at 7.00pm, unless the summons/agenda issued by the Chief Executive or the Head of Legal, Governance and HR, following consultation with the relevant Chair, alters this time.
- 15.2 **Concluding the Meeting:** The business of any Committee meeting should conclude by 11.00pm.
- 15.3 **Guillotine:** The use of the guillotine process comes into effect once the meeting has reached 11.00pm.

The Guillotine process is:

- a) **Recommendations Not Dealt With:** If there are any recommendations on the agenda that have not been dealt with, they are deemed formally moved and seconded (together with any amendments). No speeches will be allowed on these items and the vote will be taken in the usual way. This process will also apply in instances where the Council/Committee is statutorily required to make a decision about a matter before a particular date.
- b) **Recorded Vote:** If a recorded vote is called for during this process, it will be taken immediately.
- c) **Procedural Motions Which May Be Moved:** During the guillotine process, the only other Procedural Motions which may be moved are that a matter be withdrawn or referred to an appropriate body or individual for decision or report.
- d) **Closure of the Meeting:** When all recommendations have been dealt with, the Chair will declare the meeting closed.