

## APPENDIX C

### Council Procedure Rules

CPR	Suggested Amendments in red	Comments/Rationale
<p>2</p> <p>NEW</p>	<p><b>Business to be transacted at Extraordinary Meetings</b></p> <p>The only business that will be conducted at an Extraordinary Meeting are items for which the meeting has been specifically convened which is limited to urgent, unforeseen or emergency items which are within Council's powers that cannot wait until the next ordinary meeting.</p> <p>The Chief Executive in consultation with the Mayor will determine whether the matter is urgent, unforeseen or an emergency.</p>	<p>To clarify the purpose and scope of extraordinary meetings</p>
<p>14.1</p>	<p><b>Submission of Motions</b></p> <p>Each motion must be signed by not less than two Members of the Council. Motions (including re-submitted Motions pursuant to <del>CPR 16(5)</del>) will only be accepted for the next scheduled ordinary Council meeting from 10.00am onwards following the day of the previous <b>ordinary</b></p>	<p>Delete reference to an incorrect CPR rule</p> <p>Add in 'ordinary' to align with practice and ensure consistency</p>

	Council meeting	
14.7	<p><b>Motions Not Accepted</b></p> <p>A Motion on Notice may be rejected if in the opinion of the Chief Executive in consultation with the Mayor it:-</p> <ul style="list-style-type: none"> <li>• Is defamatory, vexatious, frivolous or offensive,</li> <li>• Instructs Officers to perform an unlawful action or take such action as would have unlawful consequences,</li> <li>• Requires the disclosure of Confidential or Exempt Information,</li> <li>• Has the effect of increasing the expenditure or reducing the revenue of the Council other than in compliance of requirements of CPR 14 (5) Rule relating to new or additional expenditure,</li> <li>• Is in some other respect considered to be out of order, unlawful, irregular, improper or incapable of having a practical effect</li> <li>• Seeks to circumvent a decision-making process under way, or</li> <li>• by reason of law or provision in these Rules, should not be considered at the Meeting for which it is given.</li> </ul>	<p>To add the following new areas set out in red.</p> <p>The additional criteria provides further guidance to Members on what is a suitable motion. The current rules lack any provision and often mean officers have to return to Members for amendment without any specific reference within the rules to address areas highlighted.</p>

	If a motion is not deemed acceptable the Chief Executive shall inform the Members who gave notice of the Item.	
14.8	<b>Withdrawal</b> A Member who has given notice of motion may subsequently withdraw by writing to the Service Director - Legal, Governance and Commissioning <b>prior to 5.30pm on the day of the Council meeting.</b>	To clarify the timescales for withdrawal of a motion by the Service Director – Legal, Governance and Commissioning. The CPR rules already address withdrawal once the meeting has begun at 14.14 below.
14.10	<b>Moving of Motions</b> If a motion set out in the summons is not <del>moved</del> <b>debated or voted upon</b> either by the Member who gave notice or by another Member on their behalf <b>either due to lack of time or absence</b> , it shall be treated as withdrawn and shall not be considered again without fresh notice. Alternatively, the Council may consent to postpone consideration of a motion to the next meeting.	Clarifies the reason if the motion is not concluded due either to lack of time at the meeting or through the absence of the relevant Members. This amendment along with 14.8 and 14.14 ensures that Motions that have been submitted on notice and published will be heard unless withdrawn in accordance with the procedure at 14.14.
14.14	<b>Withdrawal of Motion/Amendment</b> A motion or an amendment may be withdrawn <b>from the start of a Council meeting after 5.30pm</b> by the proposer with the consent of the seconder and of the Council (which shall be decided upon without debate). No Member may speak on it after the proposer has been granted permission for its withdrawal	This adds clarity to the timescales so it is clear this applies from the beginning of a council meeting.
<b>NEW</b>	<b>Number of Motions</b>	This provides for a limit on motions.

	<p>Each political group, shall be entitled to submit a maximum of one motion to each ordinary meeting of the Council under this Rule. This will include a re-submitted motion.</p>	
<p><b>5 (j)</b></p>	<p><del>j) To receive Minutes of meetings of the West Yorkshire Combined Authority.</del></p>	<p>Remove the publication of the WYCA minutes as these are already in the public domain and available on the WYCA website.</p> <p>This will be replaced on the Council agenda with a more up to date written report business item relating to WYCA on at least 2 meetings per year by the Leader. This will provide a wider opportunity for Members to be updated on information relating to Kirklees and an ability to comment or question for 15 minutes and debate the WYCA update without having to find a relevant minute upon which to ask a question.</p>