

## **Appendix - relating to Procedure Rule 70 of the Cleveland Police and Crime Panel**

### **12. MOTIONS ON NOTICE**

#### **12.1 Notice**

Except for motions which can be moved without notice under Rule 13, written notice of every motion, signed by a Member or Members, must be delivered to the Director of Law and Democracy (Stockton on Tees Borough Council) at least seven clear working days before the date of the meeting. These will be dated, numbered in the order received and entered in a book open to public inspection.

#### **12.2 Motion set out in Agenda**

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member or Members giving notice state, in writing, that he/she or they propose to move it to a later meeting or withdraw it. If a motion is not moved either by the Member who gave notice or by another Member, it will be treated as withdrawn and shall not be moved again without a new notice being given.

#### **12.3 Scope**

Motions must be about matters for which the Panel has a responsibility or which affect the geographical area of the Police Force Area. When a motion has been discussed at a Panel Meeting, no other motion, which is the same or similar, will be considered within six months, unless the notice of motion is signed by at least six Members.

### **13. MOTIONS WITHOUT NOTICE**

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Committees or Officers and any resolutions following from them;

- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to extend the time limit for speeches;
- (j) to proceed to the next business;
- (k) that the question be now put;
- (l) to adjourn a debate;
- (m) to adjourn a meeting;
- (n) to exclude the public and press in accordance with the Access to Information Rules;

## **14. RULES OF DEBATE**

### **14.1 No speeches until motion seconded**

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

### **14.2 Right to require motion in writing**

Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him/her before it is discussed.

### **14.3 Seconders' Speech**

When seconding a motion or amendment, a Member may reserve his/her speech until later in the debate.

- 14.4 Members wishing to speak shall indicate and the Chairman will ask one to speak. Members will address the Chairman when speaking. Members will remain seated while another is speaking.

### **14.5 Content and length of speeches**

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 10 minutes in the case of the mover of a motion or amendment or 5 minutes in any other case, without the consent of the Chairman.

### **14.6 When a Member may speak again**

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

#### 14.7 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
  - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
  - (ii) to leave out words;
  - (iii) to leave out words and insert or add others; or
  - (iv) to insert or add words

as long as the effect of (ii) to (iv) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

#### 14.8 Alteration of Motion

- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

#### 14.9 **Withdrawal of motion**

A Member may withdraw a motion which he/she has moved with notice with the consent of the meeting and a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

#### 14.10 **Right of Reply**

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.
- (d) The content of a right of reply must not relate to any new matter.

#### 14.11 **Motions which may be moved during debate**

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;

- (g) to exclude the public and press in accordance with the Access to Information Rules; and

#### **14.12 Closure Motions**

- (a) A member may move, without comment, the following motions at the end of a speech of another Member:
  - (i) to proceed to the next business;
  - (ii) that the question be now put;
  - (iii) to adjourn a debate; or
  - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

#### **14.13 Point of Order**

A Member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Rules of Procedure or the law. The Member must indicate the Rule of Procedure or law and the way in which he/she considers it has been broken. The ruling of the Chairman on the matter will be final.

#### **16.3 Show of Hands**

Unless a recorded vote is demanded under Rule 16.4, the Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

#### **16.4 Recorded vote**

The vote will take place by roll call of the Members present at the meeting if a Member asks for a recorded vote and before the vote is taken the Chairman determines that the request is supported by at least a quarter of the Members present, who must signify that support by standing. The Director of Law and Democracy (Stockton on Tees Borough Council) shall take the vote by calling the names of members and recording whether they voted for or against the motion or did not vote.

#### **16.5 Right to require individual vote to be recorded**

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

#### **16.6 Voting on appointments**

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

### **17. MINUTES**

#### **17.1 Signing the Minutes**

The Chairman will sign the minutes of the proceedings of the meeting at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy. Any question of accuracy should be raised by a motion. The Chairman shall sign the minutes as a correct record if no questions are raised on them or when such questions have been dealt with.

#### **17.2 No requirement to sign minutes of previous meeting at extraordinary meeting**

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a special then the next scheduled meeting will be treated as a suitable meeting for the purposes of signing the minutes.

#### **17.3 Form of Minutes**

Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

## **18. RECORD OF ATTENDANCE**

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

## **21. DISTURBANCE BY PUBLIC**

### **21.1 Removal of member of the public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.