

## SUMMARY OF THE GENERAL RULES OF DEBATE – COMMITTEES AND ADVISORY BOARDS

1.	The rules of debate for Council meetings are set out in Part 4 of the Constitution at CPR 6
2.	The rules of debate for Committees, including Advisory Boards, are set out in Part 4 of the Constitution at CPR 15
3.	Members of the Committee/Advisory Board discuss the options set out in an Officer report.
4.	Generally, the Chairman will move (propose) the recommendation set out in the report and this becomes the ‘motion’ to be voted upon. If there is no obvious dissent raised in the meeting this can be agreed by general affirmation.
5.	<p>During the course of deliberations, a Member of the Committee/Advisory Board may propose an amendment to the recommendation set out in the report. This should then be ‘seconded’ and the debate should focus on this amendment.</p> <p>However, it is possible that the proposal is not ‘seconded’ immediately and it is up to Chairman discretion whether to seek a ‘seconded’ and focus on this new ‘motion’ or allow the general discussion to continue.</p> <p><i>Note: There cannot be another proposal made unless the previous proposal is withdrawn or voted upon.</i></p>
6.	<p>If the proposed amendment is seconded, this vote needs to be carried out first.</p> <p>If the proposed amendment is not seconded it is dropped.</p> <p>If the proposed amendment is voted against, the recommendation set out in the committee report is generally the one to be considered, moved by the Chairman and voted upon.</p> <p>However, there can be further amendments proposed. These need to be dealt with as set out above.</p>
7.	If the proposed amendment is voted on and approved this becomes the substantive motion and further amendments can be proposed to this.
8.	The rules relating to ‘amendments to motions’ are set out at 15.5 – 15.10 in Part 4 of the Constitution.

9.	A proposer may alter their proposal (motion) with the consent of the meeting and the seconder. The consent can be signified without discussion and via general affirmation.
10.	<p>A proposer may withdraw their proposal (motion) with the consent of the meeting and the seconder. The consent can be signified without discussion and via general affirmation.</p> <p>Once the motion is withdrawn there is no further discussion on it.</p> <p>If consent is not signified, then this motion remains as the substantive motion and needs to be voted upon.</p>