



What Happens at a Meeting

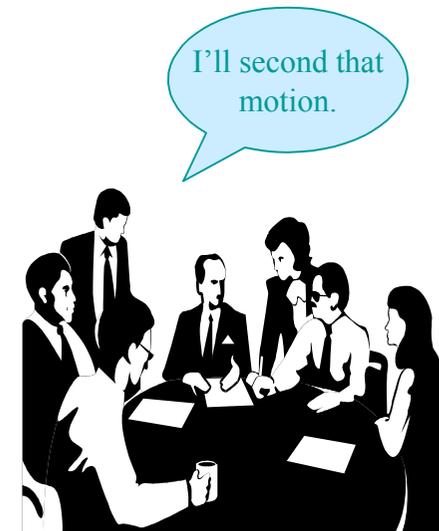
- The Chairman will have been elected at the Annual Council Meeting in May. A Vice-Chairman will need to be appointed at the start of a new municipal year when a committee/ panel is meeting for the first time.
- Members will sign the attendance book as they enter the meeting.
- The Chairman will start the meeting and read out the Fire Evacuation Procedure.
- The Chairman will ask Members if they are happy for him/her to sign off the minutes of the previous meeting as a correct record. If this is agreed the motion (proposal) will be moved and seconded.
- The Chairman will ask if there are any apologies for absence from Members.
- The Chairman may at this point make any announcements.



- Members may then be asked if they have any personal or prejudicial interests to declare regarding items on the agenda (if a request is not made at the beginning of the meeting then Members still have a duty to declare any interests they have in an item on the agenda before it is discussed). If a Member believes they have a personal or prejudicial interest in an item on the agenda then they should declare the interest and the nature of it.
- If a Member believes that they have a prejudicial interest in a matter being discussed they should not take any further part in the discussion or voting and they should leave the room. (Members are welcome to speak to the Monitoring Officer for advice on interests).
- Members of the public may then be given an opportunity to speak (this depends on the practice of the particular committee).

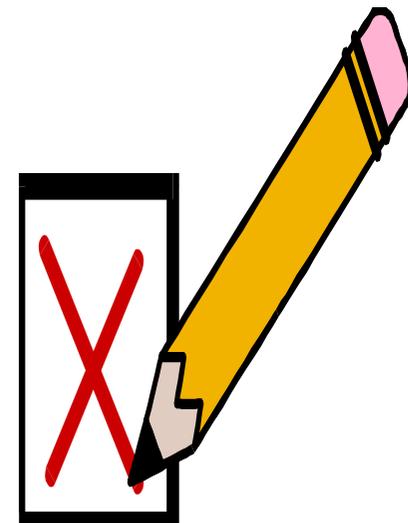


- The Council's Overview and Scrutiny Committee will at this point consider any items that have been called in. (Non-Executive Members can Call In decisions of the Cabinet, etc, if they believe it is contrary to policy, budget, based on incorrect information etc)
- Members will then begin discussing the non-standard agenda items. If a Member wishes to speak then they must raise their hand to notify the Chairman. The Member must then wait until the Chairman asks him/her to speak.
- Members may be requested simply to note items for information, make decisions or recommendations to a higher body such as the full Council.



- If Members have been asked to make a decision or recommendation then a Member of the Committee will need to propose a motion. If a motion is to be put to the vote it will need to be supported by another Member - this person is the Secunder. Once the motion has been proposed and seconded it is “on the table” and must be voted on before another motion can be put forward. This is unless the mover of the motion agrees to withdraw the motion.
- A Member may then move an amendment to the motion. An amendment will seek to alter the motion by adding and/or deleting words. It may also refer the matter elsewhere for consideration. An amendment cannot be a negative of the motion. The correct way to register opposition to a motion is to vote against it. Another Member will need to second the amendment. Members will then vote on the amendment. If this is successful then the original motion incorporates these changes.
- Members will then vote on the motion.

- If Members vote on a motion and there is equality of votes then the Chairman of the meeting may use his/her casting or second vote (the Chairman can vote twice) to avoid deadlock.
- Members who strongly disagree with a decision may ask that it be recorded in the Minutes that they voted against the resolution.
- If several Members would like their votes recorded then they can request a recorded vote. The Committee Officer will call out each Member's name and each Member will state whether they are For or Against the motion (or abstain).
- If confidential information needs to be discussed at a meeting then the public can be excluded (the Chairman will ask any members of the public to leave the meeting) during the relevant agenda item.



- An item can only be classed as exempt information if it falls under one of 15 categories listed in the Council's Constitution.
- A meeting may be adjourned and reconvened to allow Members a comfort break. The meeting may also be adjourned if Members consider that they will not be able to complete all the business on the agenda. The meeting will then be resumed at another date.
- Finally the Chairman will close the meeting.

Further information can be obtained from:

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