

## **APPENDIX 3**

### **SECTION 9**

#### **9. REGULATORY COMMITTEES**

##### **9.12.2 Appointment of members (and substitute members) of committees and sub-committees**

- (1) Whenever
  - (i) the Council is required to review the allocation of seats on committees between political groups, or
  - (ii) the Council resolves to carry out such a review, or
  - (iii) a committee is required to review the allocation of seats on a sub-committee between political groups, or
  - (iv) a committee resolves to carry out such a review,

the proper officer must submit a report to the Council or committee (as the case may be), showing what allocation of seats would, in his/her opinion, best meet the requirements of section 15(4) of the 1989 Act.

- (2) In light of such a report, the Council or committee, as the case may be, shall determine the allocation of seats to political groups.
- (3) Whenever an appointment of a voting member of a committee or sub-committee falls to be made in accordance with the wishes of a political group to whom the seat has been allocated, and whenever such an appointment falls to be terminated in accordance with such wishes, then the proper officer shall make or terminate the appointment accordingly on receipt of a written request from or on behalf of the political group.\*
- ~~(4) The Council may appoint one member from each Political Group represented on the Planning Committee to act as a substitute on that committee. Details of substitutes' rights are given in Rule 9.12.5.~~

##### **9.12.4 Quorum**

- (1) Subject to (2) below no business shall be transacted at any meeting of a committee or sub-committee unless at least one quarter of the number of voting members of the committee or sub-committee, as the case may be, are present, provided that in no case shall any business be transacted unless at least three voting members are present except in the case of a sub-committee comprising less than five members, when the quorum shall be two voting members.
- ~~(2) No business shall be transacted at any meeting of the Planning Committee unless at least half of number of voting members of the Committee rounded to the nearest whole number are present.~~

##### ***Substitutes***

- ~~(5) A substitute member appointed under Rule 9.2.2(4) shall only have the right to speak and vote at the relevant meeting of the Committee or Sub-committee and no other function or appointment including appointments to Working Groups of the Committee or Sub-committee will be applicable to them when acting as a substitute.~~
- ~~(6) A standing member may not attend the meeting if he/she has been substituted.~~

~~(7) Substitute members may only attend meetings:~~

- ~~(i) to take the place of a standing member of the Committee or Subcommittee;~~
- ~~(ii) where the standing member is unable to attend the whole meeting and;~~
- ~~(iii) if the standing member has notified the Chairman in advance of the intention to substitute.~~

(\*In a multi-member ward, only one member of the ward can be appointed to the Planning Committee)