

## 3.2 Business

Ordinary meetings will:

- (i) Elect a person, who is not a Member of the Executive, to preside if the Chair and Vice-Chair are not present;
- (ii) Receive apologies for absence;
- (iii) Receive any declarations of interests from Members;
- (iv) Approve the minutes of the last meeting;
- (v) Deal with any business expressly required by statute to be carried out;
- (vi) Receive any announcements from the Chair, Leader, Members of the Executive, Head of Paid Service, Chief Financial Officer or Monitoring Officer;
- (vii) Receive any announcements from the Monitoring Officers as to changes to appointment of Members on Committees, for the Council to ratify and note;
- (viii) Receive any questions from members of the public in accordance with Council Procedure Rule 11;
- (ix) Receive any Member questions and responses in accordance with Council Procedure Rule 12;
- (ix) Receive any Petitions and consider in accordance with the Council's Petition Scheme;
- (xi) Deal with any business remaining from the last Council meeting;
- (xii) Receive reports, and consider any recommendations from the Council's Committees and the Executive to the Council;
- (xiii) Receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (xiv) Receive and consider reports from Officers;
- (xiv) Receive questions from Members in accordance with Council Procedure Rule 12;
- (xvi) Consider motions of which notice has been given in accordance with Rule 13 of these procedures;
- (xvii) Consider any other business specified in the summons to the meeting, including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Overview and Scrutiny Committee for debate; and
- (xviii) Consider any matters deemed urgent by the Chair, after having taken advice from the Monitoring Officer or their representative, in that the matter to be determined has arisen since the publication of the agenda and failure to determine it at this meeting would cause significant adverse impact to the Council.

The order of business of a meeting of the Council may be varied by the Chair or by the meeting in accordance with Council Procedure Rule 8.