



DEMOCRATIC & COMMITTEE ADMINISTRATION PROGRAMME 2023

TIPS ON MANAGING MEETINGS – GROUP DISCUSSION

1. INQUORATE MEETING

How would you proceed in your council if a meeting were inquorate either at the start or half way through?

2. ADJOURNED MEETINGS

What about an adjourned meeting? What if a large group of unruly protestors disrupt a meeting. After giving the appropriate warnings the Chair announces that he's adjourning the meeting to the following Friday.

What do you have to do in procedural terms?

Can a meeting adjourn mid-way through the consideration of an item of business? Supposing it's a planning application?

What issues arise?

3. VOTING AT MEETINGS

A vote is taken on a motion from members of the Planning Committee to approve a planning application for a new waste site. The voting is 5 votes for and 4 against. The Chair, who has not voted, decides to oppose the application and then exercises his casting vote to defeat the motion by 6 votes to 5. The application is refused. A local action group challenges the decision.

Was the vote conducted properly?

In what circumstances can the Chair vote twice?

Another Council has a convention that in the event of a tied vote the Chair of the meeting shall cast her vote in favour of the recommendation in the officer's report.

If this were questioned what would you advise?

Are there any constraints on the Chair when exercising a second or casting vote?

What happens if the Chair decides not to exercise his/her second or casting vote?