

Council Procedure Rule 25 - Substitutions

Where a political group alters any of its representatives serving on a committee, sub-committee or forum, either for individual meetings or for all future meetings, formal written notice of such alterations must be received by the committee minute taker prior to the commencement of the committee, sub-committee or forum meeting. The written notice may be sent by fax but not e-mailed and must be signed by Group Leaders or the Member authorised to act in the place of the Leader. In the case of substitutions for individual meetings of the Planning and Development Committee, substitutions are only permitted in the case of illness, inconvenience or incapacity with the agreement of the Chairman of the meeting. The substitutes will be from a pool of substitutes consisting of three named substitutes for each of the main political groups on the Council. The named substitutes shall be appointed for the current municipal year and must have received relevant training in planning matters before they can act as substitutes.

Working parties or task groups shall be entitled to set out their own rules in relation to substitutions.