## APPENDIX 2

## 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, the committee officer must be informed prior to the commencement of the committee, sub-committee or forum meeting. This must be by the Group Leader or person authorised to act in place of the Group Leader.

This is subject to any specific restrictions on the use of substitutions contained in the Constitution.

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

