

APPENDIX C

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (i) elect a person to preside if the Chair of Council is not present;
- (ii) elect the Chair of Council;
- (iii) elect the Vice Chair of Council;
- (iv) receive any announcements from the Chair and/or Head of the Paid service;
- (v) elect the Leader;
- (vi) receive and note the Leader's choice of Councillors to serve upon the Cabinet;
- (vii) appoint at least one Overview and Scrutiny Committee, a Standards Committee, a Democratic Services Committee, an Audit Committee, a Licensing Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Cabinet functions (as set out in Part 3, Table 1 of this Constitution);
- (viii) decide the size and terms of reference for those Committees;
- (ix) decide the allocation of seats to political groups in accordance with the political balance rules; and appoint to Committees those Members, if any, who are not Members of any political group. It will be noted that Group Leaders appoint Members from within their Groups to fill the seats available to their respective Groups on Committees.
- (x) appoint the chairs ~~and vice chairs~~ of the standing Committees appointed under (vii) above with the exception of the Standards Committee, the Overview & Scrutiny Committee(s) and the Audit Committee

- (xi) determine which political group shall nominate the Chair of each Overview & Scrutiny Committee appointed under (vii) above, having regard to any guidance issued under the Local Government (Wales) Measure 2011.
- (xii) agree such part of the scheme of delegation as the Constitution determines it is for the Council to agree (as set out in Part 3 Table 3 of this Constitution);
- (xiii) approve a programme of ordinary meetings of the Council for the year; and
- (xiv) appoint to those outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.

6. CHAIR OF MEETING

- 6.1 Each Committee shall appoint one of its members as Vice Chair at the first meeting following the annual general meeting.
- 6.2 The person presiding at the meeting may exercise any power or duty of the Chair. Accordingly, if it appears appropriate, the Chair may, at his/her sole discretion waive compliance with the rules of debate set out in Rule 13.4 and 13.5 to facilitate the transaction of business at the meeting. Where these rules apply to Committee and Sub-Committee meetings, references to the Chair also include the Chair of Committees and Sub-Committees.
- 6.3 The decision of the Chair of the meeting on all points of procedure and order and the Chair's interpretation of any Procedure Rule shall be final and no debate may ensue thereon.
- 6.4 In the case of Committees:-
 - (a) The Committee's Chair when present shall chair the meeting except where the Committee Chair decides otherwise.
 - (b) Where the Committee Chair does not Chair the meeting or a part of it the Vice-Chair of the Committee when present shall take the Chair except where the Vice-Chair decides otherwise.
 - (c) In the absence of a Chair for the meeting or a part of it a Chair for the meeting shall be appointed by the Committee from those Members present for the meeting.