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A3 APPENDIX F

**ARTICLE 5 – CHAIRING THE COUNCIL AND COMMITTEES**

**5.01 Role and Function of the Chairman of the Council**

The Chairman and Vice-Chairman will be elected by the Council annually.

The Chairman and the Vice-Chairman must not be Members of the Cabinet.

The Chairman or, in their absence, the Vice-Chairman will have the following roles and responsibilities:

1. To uphold and promote the purposes of the Constitution, and to rule on the interpretation and application of the Constitution as and when necessary at meetings;
2. To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
3. To ensure that the Council meeting is a forum for debate of matters of concern to the local community and the place at which Members who are not on the Cabinet are able to generally hold the Cabinet to account;
4. To promote public involvement in the Council's activities;
5. To attend such civic and ceremonial functions as the Council and they determine appropriate;
6. To be the custodian of the democratic process of the Council;
7. To call extraordinary meetings of the Council under Schedule 12 Part I, Section 3 of the Local Government Act 1972.

**5.02 Role and Function of the Chairman of a Committee**

The Chairman and Vice-Chairman of a Committee will be appointed by the Council annually.

The Chairman or, in their absence, the Vice-Chairman will have the following roles and responsibilities:

1. To uphold and promote the purposes of the Constitution, and to rule on the interpretation and application of the Constitution as and when necessary at meetings;
2. To preside over meetings of their Committee so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;

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3. To ensure that the Committee meeting is a forum for debate of matters of concern to the local community;
  4. To call special meetings of their Committee under Council Procedure Rule 35.2.

### **5.03 Addressing the Chairman**

The relevant Councillor at the beginning of their term of office as Chairman of the Council or as a Chairman of a Committee will announce how they wish to be addressed in meetings, using one or more of the following preferred terms:

Chairman;

Madam Chairman;

Chair; or

Chairperson.

### **5.04 Training of the Chairman of the Council or Committees**

Once elected/appointed as the Chairman of the Council or of an individual Committee, the relevant Councillor will be expected to attend training to enable them to fulfil the role and its responsibilities as set out in points 2 and 3 in paragraphs 5.01 and 5.02 above.

The Vice-Chairman of the Council and the Vice-Chairmen of Committees will also be expected to attend such training.