

A3 APPENDIX I

COUNCIL PROCEDURE RULES - SECTION 1 – COUNCIL MEETINGS

4. EXTRAORDINARY MEETINGS

4.1 **Calling Extraordinary Meetings**

~~Those listed below may request the Chief Executive to call an Extraordinary Council meeting in addition to ordinary meetings, where such a request is received the meeting will be held within 14 days of the request.~~

~~(i) The Chairman of the Council;~~

~~(ii) The Council by resolution;~~

~~(iii) The Monitoring Officer in circumstances where a Section 5 report is to be presented; and~~

~~(iv) Any five members of the Council if they have signed a requisition to the Chairman of the Council and he has refused to request a meeting or has failed to call a meeting to be held within seven clear working days of the requisition.~~

An extraordinary meeting of the Council may be called in the following circumstances:-

- 1. An extraordinary meeting of the Council may be called at any time by the Chairman of the Council.**
- 2. If the Chairman refuses to call an extraordinary meeting of the Council after a requisition for that purpose, signed by five members of the Council, has been presented to him, or if, without so refusing, the Chairman does not call an extraordinary meeting within seven days after the requisition has been presented to him, then any five members of the Council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an extraordinary meeting of the Council.**
- 3. The Council by resolution; and**
- 4. The Monitoring Officer in circumstances where a Section 5 report is to be presented.**

4.2 **Holding Extraordinary Meetings in the corresponding circumstances set out above**

- 1. The Chairman of the Council, in consultation with the Chief Executive, will decide the date of the meeting.**

- 2. Where such a request is received the meeting will be held within 14 days of the receipt of the call for an extraordinary meeting from those five members of the Council.**
- 3. The Council as part of its resolution will fix the date of the extraordinary meeting or will delegate that matter to the Chairman of the Council.**
- 4. Where such a request is received the meeting will be held within 14 days of the receipt of the call for an extraordinary meeting from the Monitoring Officer.**