Part 4EE: Area Committee Procedure Rules

1. **Appointment of area committees**
   1.1 The Council will have the area committees set out in Article 8 of the Constitution.
   1.2 The Council will appoint members to the area committees in accordance with Article 8 of the Constitution.

2. **Role and Functions of area committees**
   2.1 The role and functions of area committees are set out in Article 8 of the Constitution. The terms of reference of area committees are set out in Part 3 of this Constitution.

3. **Meetings of area committees**
   3.1 Area committees shall set their own timetable of meetings but shall, so far as practical, meet at least four times a year. Area committees shall usually meet between Monday and Thursday in the evening. However, area committees may choose to meet at other times of the week for business reasons.
   3.2 Area committees may decide where their meetings are to be held but shall, so far as they can, hold meetings in locations that are reasonably accessible to people with disabilities.
   3.3 That the Democratic Services Manager, after consultation with the Chair of the Area Committee, be authorised to call an additional meeting of an Area Committee if the business for that cycle warrants it.
   3.4 That in the interests of better community involvement, additional Area Committees should, as far as possible, be held in the local area.
   3.5 That the Democratic Services Manager, after consultation with the Chair of the Area Committee agree what time the additional meeting commences.

4. **Co-opted Members**
   4.1 Each area committee shall invite county councillors where the clear majority of a County Council Division is within the area to be co-opted members. County Councillors may vote on all matters except for any decision relating to city council funding and the election of the Chair and Vice Chair. Area committees may appoint such other non-voting co-opted members as they choose. Co-opted members may be appointed either in respect of the whole work of the area committee, or in respect of specific aspects of that work.

5. **Quorum**
   5.1 The quorum for an area committee shall be three members, not including co-opted members.
6. **Who chairs area committee meetings?**

6.1 An area committee shall, at its first meeting of the municipal year, elect City Councillors as Chair and Vice-Chair and shall be responsible for filling any vacancy.

6.1.1 In the absence from any meeting of the Chair and Vice-Chair, a City Councillor Chair for that meeting shall be appointed by the meeting, but shall relinquish the chair if the Chair or Vice Chair subsequently arrives at the meeting.

7. **Procedure at area committees**

7.1 Procedure at meetings of area committees will be governed the Council Procedure Rules which apply to committees, as supplemented or amended by these rules. Subject to these, and subject to compliance with the law, area committees may set their own procedure.

7.2 Area committees shall not be classed as regulatory committees for the purposes of Council Procedure Rule 51.

7.3 The Council’s rules on public speaking rights and petitions shall apply to area committees.

8. **Format of area committee meetings**

8.1 There shall be two main parts to meetings of area committees.

8.2 Area committee meetings shall begin with an open forum stage, at which members of the public may raise issues of concern or interest in respect of the local area. This open forum stage shall last up to 30 minutes but may be extended at the discretion of the Chair. The Chair may also impose a time limit on individual contributions to the open forum.

8.3 The second part of area committee meetings shall be formal consideration and decision-making by the area committee of matters within its remit.

8.4 Area committees may decide to hold themed meetings to discuss issues of local concern; for instance, crime and anti-social behaviour, traffic issues, public transport, health or education. In the case of themed meetings, area committees may vary the format described above, subject to retaining the formal part of the meeting described in 8.3 above.

9. **Agenda items**

9.1 Any member of an area committee shall be entitled to give notice to the Democratic Services Manager that he/she wants an item relevant to the functions of the committee to be included on the agenda for the next available meeting of the committee or sub-committee. On receipt of such a request the Director of Customer & Democratic Services will ensure that it is included on the next available agenda.
9.2 Area committees may decide to add items to the agenda for future meetings, for instance to give further consideration to matters raised during the open forum stage of a meeting.

9.2 Further provisions for inclusion of items on agendas are included in the Council’s Conventions for the Conduct of Council Business, which are set out in Appendix F of the Council Procedure Rules in Part 4 of this Constitution.