

# Part 4: Procedure Rules

## 4.1 Combined County Authority Procedure Rules

### 1. Annual Meetings

- 1.1 In a year when there is an ordinary mayoral election, the annual meeting of the Combined County Authority Board shall take place within 21 days from the retirement of the outgoing Mayor. In any other year, the annual meeting shall take place on such day between 1<sup>st</sup> March and 30<sup>th</sup> June in line with Schedule 12, paragraph 6A of the Local Government Act 1972.
- 1.2 At the Annual meeting the Combined County Authority Board will:
- (a) Note the Mayor and constituent council members and substitute members.
  - (b) Receive apologies for absence.
  - (c) Receive any declarations of interest from Members.
  - (d) Approve the minutes of the last meeting.
  - (e) Receive any announcements from the Mayor or the Chief Executive.
  - (f) Receive details of the Mayor's appointments of the Deputy Mayor and arrangements in respect of Mayoral General Functions.
  - (g) Appoint non-constituent members and associate members and their substitutes.
  - (h) Approve a programme of Ordinary meetings of the Combined County Authority for the year.
  - (i) Approve committee arrangements and appointments to committees including appointing at least one Overview and Scrutiny Committee, and an Audit and Governance Committee and such other committees and advisory boards as required.
  - (j) Receive nominations and appoint Members to serve on outside bodies.
  - (k) Consider any other business set out in the summons convening the meeting.
  - (l) Consider any business that the Mayor believes to be urgent, in that the matter to be determined has arisen since the publication of the agenda and failure to determine it at this meeting would cause significant adverse impact on the Combined County Authority.

### 2. Ordinary Meetings

- 2.1 Ordinary meetings of the Combined County Authority shall take place in accordance with a programme decided at the Combined County Authority's Annual meeting. Ordinary meetings will:
- (a) Receive apologies for absence.
  - (b) Approve the minutes of the last meeting.
  - (c) Receive any declarations of interest.
  - (d) Receive any announcements from the Mayor or the Chief Executive.
  - (e) Deal with any business adjourned from the last Combined County Authority meeting.
  - (f) Respond to any questions from members of the public.
  - (g) Consider reports and recommendations from any Committee or Advisory Board of the Combined County Authority.
  - (h) Consider reports and recommendations from any Officer of the Combined County Authority.
  - (i) Consider motions on notice.
  - (j) Consider any other business specified in the summons to the meeting, and for debate.

### **3. Extraordinary Meetings**

- 3.1 The Monitoring Officer, Chief Financial Officer and Head of Paid Services may call, and those listed below may require the Monitoring Officer to call, Extraordinary Combined County Authority Board meetings in addition to Ordinary meetings:
- (a) The Combined County Authority.
  - (b) The Mayor (by resolution in their capacity as the Chair of the Combined County Authority).
  - (c) Any five Combined County Authority Members who have signed requisition which has been presented to the Mayor and the Mayor has refused to call a meeting or has failed to call a meeting within 5 clear working days of the presentation of the request.

Only business specified in the summons may be transacted at an Extraordinary Combined County Authority Board meeting.

### **4. Chair**

- 4.1 The Mayor, or in their absence the Deputy Mayor (who will have the same powers and duties as the Mayor), will preside at meetings of the Combined County Board.
- 4.2 Where the Deputy Mayor is acting in place of the Mayor they cannot also act in their capacity as a Combined County Authority Member. The substitute member for the Deputy Mayor may act in the place of the Deputy Mayor in their capacity as a Combined County Authority Member.
- 4.3 If for any reason the Mayor is unable to act or the office of Mayor is vacant and the Deputy Mayor is unable to act or the office of Deputy Mayor is vacant, the other members of the Combined County Authority must act together in the place of the Mayor, taking decisions by a simple majority. In such circumstances the Combined County Authority (Board) will elect a Member, other than a Non-Constituent or Associate Member, to chair the meeting as its first item of business.

## **5. Quorum**

- 5.1 No business may be transacted at a meeting of the Combined County Authority unless the following persons are present:
  - (a) the Mayor or the deputy mayor acting in place of the Mayor, and
  - (b) at least three members of the Combined County Authority appointed by constituent councils, or substitute members acting in their place.
- 5.2 If at the time for which a meeting is called, and for 15 minutes thereafter, a quorum is not present, then no meeting shall take place with the agreement of the Chair.
- 5.3 If during any meeting the Chair, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair. If there is no quorum and the Chair does not fix a time for the reconvened meeting, the meeting shall stand adjourned to the next ordinary meeting of the Combined County Authority.

## **6. Time, Place and Duration of Meetings**

- 6.1 Combined County Authority meetings are held at any place within or outside the Combined County Authority Area as the Combined County Authority directs during daytime unless the Combined County Authority or the Mayor decides otherwise. Any

changes to the date, time and place of meetings or cancellation of meetings will be determined by the Chief Executive in consultation with the Mayor

6.2 The Mayor shall interrupt proceedings where any meeting has lasted for three hours, whereupon all Members shall stop speaking. The Mayor shall, without discussion, take a vote on whether or not the Members wish the meeting to continue.

6.3 If the majority of Members present vote to continue the meeting, then a further vote on whether or not to continue the meeting will take place on an hourly basis thereafter.

## **7. Suspension, variation, revocation, and interpretation of Procedure Rules**

7.1 Any motion to vary or revoke these Procedure Rules shall, when proposed and seconded, stand adjourned without discussion to the next Ordinary meeting of the Combined County Authority Board.

7.2 Procedure Rules may be suspended in respect of any business at a meeting of the Combined County Authority Board where its suspension is moved and seconded, except where this would be in contravention of statute.

7.3 A motion to suspend Procedure Rules shall not be moved without notice unless there are present at least three of the Members of the Combined County Authority appointed by Constituent Councils or Substitute Members acting in their place.

7.4 The ruling of the Mayor as to the construction or application of Procedure Rules, or as to any proceedings of the Combined County Authority, shall not be challenged. The Mayor may consult with the Monitoring Officer or their nominee on any question of interpretation.

## **8. Items of Business**

8.1 No item of business may be considered at any meeting except:

- The business set out in the Summons,
- Business required by law to be transacted at the annual meeting, or
- Business brought before the meeting as a matter of urgency by reason of special circumstances, which shall be specified in the minutes, and the Mayor is of the

opinion that the item should be considered at the meeting as a matter of urgency.

## **9. Order of Business**

- 9.1 Business shall be dealt with in the order in which it is set out in the agenda unless the Mayor decides otherwise.

## **10. Record of Attendance**

- 10.1 The Monitoring Officer will ensure that the name of any Member present during the whole or part of a meeting is recorded.

## **11. Confirmation of minutes and declarations of interest**

- 11.1 Minutes of the last Combined County Authority meeting shall be confirmed at the next Ordinary meeting of the Combined County Authority.
- 11.2 Only matters relating to the accuracy of the minutes can be raised, which must be done by way of a motion which is proposed, seconded, and voted upon. Where no issues are raised, or after the motion has been dealt with, the Mayor shall initial each page and sign the minutes.
- 11.3 Any Member with a Disclosable Pecuniary Interest in a matter being discussed should declare the nature of the interest and withdraw from the meeting during the item.
- 11.4 Any Member with an Other Registrable Interest or Non-Registrable Interest in a matter being discussed should declare the nature of the interest and should withdraw from the meeting during the item, if required to do so under the Members' Code of Conduct.

## **12. Motions on Notice**

- 12.1 **Notice.** Except for Procedural Motions which can be moved without notice, written notice of every motion, signed by at least one Member, must be delivered to the Monitoring Officer, not later than midday, at least seven clear working days before the date of the meeting.

- 12.2 Motions for which notice has been given will be listed on the agenda in the order in which they were received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.
- 12.3 No more than one motion may be proposed by any individual Member for each meeting.
- 12.4 **Scope.** Each motion must:
- (a) clearly and succinctly identify the matter to be debated.
  - (b) be capable of being passed as a formal resolution; and
  - (c) be about matters for which the Combined County Authority has a responsibility, or which specifically affect the Combined County Authority area.
- 12.5 The Monitoring Officer may, reject a motion which, in their opinion:
- (a) is irrelevant, defamatory, frivolous, offensive, vexatious, unlawful, or otherwise improper.
  - (b) refers to legal proceedings taken or anticipated by or against the Combined County Authority.
  - (c) requires the disclosure of confidential or exempt information.
  - (d) names or identifies specific service users, members of staff or members of staff of partner organisations without the mover demonstrating they have provided consent.
  - (e) relates to the Member's own personal circumstances.
  - (f) expresses support or objection to proposals where the Combined County Authority is in the process of consulting with the public or responding to a formal consultation process.
- 12.6 **Alteration.** A proposer may alter a motion on which they have given notice when they come to move it, in which case the amendment becomes part of the substantive motion without debate. Only alterations that could be made as an amendment may be made.
- 12.7 **Withdrawal.** Where a motion on notice is before the Combined County Authority having been formally moved and seconded, the mover may subsequently withdraw it only with the consent of the seconder and the meeting. The meeting's consent will be signified without discussion. No member may speak on the Motion after the proposer has asked permission to withdraw it unless permission is refused.

- 12.8 **Motions not moved.** If a motion set out in the summons is not moved by the Member who gave notice of it, it shall, unless postponed by consent of the Combined County Authority, be treated as withdrawn and shall not be moved without fresh notice.
- 12.9 **Rescission of earlier resolutions.** No motion or amendment may be proposed to rescind any resolution of the Combined County Authority passed within the preceding six months, or which is to the same effect as one which has been rejected within that period, unless:
- (a) It is proposed by a committee of the Combined County Authority,
  - (b) It is required to comply with a statutory duty; or
  - (c) Notice of such motion has been given and signed by at least one third of the total number of members who include members from more than one political group.

### 13. Amendments

- 13.1 An amendment to a motion must:
- (a) Be relevant to the motion.
  - (b) Add and/or delete a word or words.
  - (c) Not introduce a new topic.
  - (d) Not negate the motion.
  - (e) Be worded so that, if it is agreed by the Combined County Authority, it can be passed as a valid resolution.
- 13.2 The Mayor, following consultation with the Monitoring Officer, may reject an amendment on the grounds set out in Rule 12.5 or 13.1. An amendment will not be accepted if it is substantially the same as a motion or amendment which has already been submitted to the same meeting of the Combined County Authority Board.
- 13.3 **Number of Amendments.** Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of.
- 13.4 **Status of Amendments.** If an amendment is lost, another amendment may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

13.5 After all amendments have been considered and determined there shall be an opportunity for further debate on the original motion, as amended or otherwise as the case may be, prior to the taking of a vote.

## **14. Public Questions**

14.1 At Ordinary meetings of the Combined County Authority, questions may be asked by members of the public of the Mayor, Combined County Authority Members and/ or Committee Chairs.

14.2 The total time set aside for such questions and answers will be limited to 30 minutes with no extension of time, and questions not dealt with in this time will be dealt with by written responses.

14.3 No person may submit more than one question at any one meeting and no more than two questions may be asked on behalf of any one organisation.

14.4 Questions must be submitted in writing at least seven clear working days before the meeting and include the name and address of the questioner and the name of the Member to whom the questioner would like the question put. Questions so received will be referred to the Monitoring Officer for consideration and inclusion at a meeting.

14.5 The Monitoring Officer may reject a question if it:

- (a) is not about a matter for which the Combined County Authority has a responsibility, or which specifically affects the Combined County Authority.
- (b) is defamatory, vexatious, frivolous, or offensive.
- (c) is substantially the same as a question which has been put at a meeting of the Combined County Authority in the past six months.
- (d) requires the disclosure of confidential or exempt information.
- (e) refers to legal proceedings taken or anticipated by or against the Combined County Authority.
- (f) relates to a day-to-day Combined County Authority function or the provision of a Combined County Authority service and has not been asked first of the relevant service area
- (g) is not related to policy or budget issues.



- (h) is a statement rather than a question.
- (i) names or identifies individual service users, members of staff or members/staff of partner agencies.
- (j) makes or relates to allegations against, or comprise comments about, the conduct of individual Members or officers.
- (k) relates to an individual or the questioner's own particular circumstances.
- (l) would more appropriately be responded to under the Freedom of Information Act 2000 or the Data Protection Act 1998.
- (m) is from, or on behalf of, a political party, or bears the name, insignia, or other device of a political party.

14.6 All approved questions will be listed in the summons for the meeting of the Combined County Authority in the order that they were received (except the Mayor may decide to group similar questions together).

14.7 Those persons who submitted questions and who are present at that meeting of the Combined County Authority will be invited to read aloud the questions put. Questioners may by written notice nominate a substitute to ask a question in their place. One supplementary question is allowed.

14.8 If a member of the public or their nominated substitute who has submitted notice of a question is unable to be present at the meeting, the question falls. However, the Combined County Authority will nevertheless provide a written response to the questions put.

## **15. Motions and Amendments that may be moved without Notice**

15.1 **Procedural motions.** The following motions and amendments may be moved without notice for consideration when a Chair is in place for the meeting:

- (a) Relating to the accuracy of the minutes of the Combined County Authority, a committee or sub-committee.
- (b) For a change in the order of business.
- (c) Extending the time limit for speeches.
- (d) That the meeting proceeds to the next business.
- (e) That the question be now put.
- (f) That the debate be now adjourned.
- (g) That the meeting does now adjourn.

- (h) To suspend Procedure Rules.
- (i) Giving consent where consent of the Combined County Authority is required by the Procedure Rules.
- (j) Reference of a matter to a committee or sub-committee.
- (k) Appointment of or appointment to committees or sub-committees occasioned by an item mentioned in the summons to the meeting.
- (l) That a Member should not be heard further or should leave the meeting.
- (m) Adoption of recommendations of committees and subcommittees and any consequent resolutions.
- (n) That leave is given to withdraw a motion.
- (o) That leave is given to alter a motion by the mover of that motion.
- (p) Receipt of reports of officers and any consequent resolutions.
- (q) Amendment to reports of which notification has been included within the summons of the meeting but where the reports were circulated at a later date than the summons.
- (r) Authorising the sealing of documents.
- (s) To exclude the press and public.

15.2 **Closure motions.** Motions designed to close a debate, e.g. (e)-(h) above, may be moved provided no-one else is speaking at the time. Closure motions cannot be moved by anyone who has moved, seconded, or already spoken in the debate. No person may intervene in discussion on a motion by moving more than one closure motion.

15.3 When one of the following motions has been seconded, the Mayor shall proceed as follows:

- (a) **On a motion to proceed to next business** - unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion the right of reply, and then put to the vote the motion to proceed to next business.
- (b) **On a motion that the question, be now put** - unless in their opinion the matter before the meeting has been insufficiently discussed, they shall put to the vote the motion that the question be now put and, if it is passed, give the mover of the original motion the right of reply before putting the motion to the vote.
- (c) **On a motion to adjourn the debate or the meeting** - if in their opinion the matter before the meeting has been insufficiently discussed on that

occasion, they shall put the adjournment motion to the vote without giving the mover of the original motion the right of reply on that occasion.

- (d) **On a motion to exclude the public** - they shall ascertain the grounds for the motion and seek the advice of the Monitoring Officer. If members of the public may be lawfully excluded, the Mayor will allow the mover of the original motion a right of reply on the proposal to exclude the public and then put the motion to the vote. If it is passed, the Mayor may, at their discretion, either immediately require the public to leave the room or adjourn the debate until some convenient time later in the meeting when the public shall have been excluded.
- (e) **On a motion that a named Member, be not further heard or leave the meeting** - they shall put the motion to the vote without discussion. If it is passed, the named Member shall not be permitted to speak again during the meeting on any motion or amendment relating to the same matter or shall be required to leave the room.

## 16. Rules of Debate

- 16.1 **Motions and Amendments.** No motion or amendment shall be discussed unless it has been proposed and seconded. Where required by the Mayor, motions or amendments shall be put in writing and handed to the Mayor before they are further debated or put to the meeting.
- 16.2 **Seconders' Speech.** When seconding a motion or amendment, a Member may advise the Mayor that they will reserve their right to speak until a later period in the debate.
- 16.3 **Content and length of speeches.** A Member will confine their speech to the question under discussion, a personal explanation, or a point of order. All speeches shall not exceed five minutes.
- 16.4 **When a Member may speak again.** A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
  - (a) To speak once on an amendment moved by another Member.
  - (b) If the motion has been amended since they last spoke, to move a further amendment.

- (c) If their first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which they spoke was carried.
- (d) Where the mover of a motion exercises their right to reply:
  - (i) at the close of the debate on the motion, immediately before it is put to the vote.
  - (ii) if an amendment is moved, at the close of the debate on the amendment (but they shall not otherwise speak on it). The mover of an amendment shall have no right of reply to the debate on their amendment.
- (e) On a point of order referring to a specific Procedure Rule or statutory provision (which must be cited).
- (f) By way of personal explanation.

## **17. Points of Order and Personal Explanations**

- 17.1 A Member may raise on a point of order or in personal explanation and shall be entitled to be heard immediately. A Member raising a point of order must specify a Procedure Rule or statutory provision and the way in which they consider it has been breached.
- 17.2 A personal explanation shall be confined to some material part of a former speech by them which may appear to have been misunderstood or misquoted in the current debate.
- 17.3 The Mayor will hear the Member and give a ruling on the point of order or the admissibility of the personal explanation before the debate continues. The Mayor may consult on any question of interpretation with the Monitoring Officer or their nominee prior to making a ruling. The ruling of the Mayor on the matter shall not be open to discussion and will be final.

## **18. Voting**

- 18.1 Subject to the following Standing Order, any question that is to be decided by the Combined County Authority Board is to be decided by:
  - (a) a vote of the members of the Combined County Authority, and any substitute members acting in place of members of the Combined County Authority, and the Mayor or the deputy mayor acting in place of the

Mayor present and voting on that question at a meeting of the Combined County Authority, and

(b) a majority of those voting that includes the Mayor, or the deputy Mayor acting in place of the Mayor.

- 18.2 The Mayor, and each Member of the Combined County Authority appointed by a constituent council, or substitute Member acting in that Member's place, is to have one vote.
- 18.3 A non-constituent member will not be entitled to vote unless a resolution is passed pursuant to 18.1 above resolving to give voting rights to non-constituent members on individual matters within meetings. Any such resolution will provide voting rights for the duration of one meeting only.
- 18.4 Associate members are not entitled to vote.
- 18.5 Neither the Mayor, Deputy Mayor nor any member or substitute member is to have a casting vote.
- 18.6 If a vote is tied on any matter, it is deemed not to have been carried.
- 18.7 For questions relating to the following matters, the majority under Standing Order 18.1(b) must include all lead members designated by the constituent councils or, where any substitute members are acting in place of lead members, all lead members and all such substitute members:
- (a) approval or amendment of a budget.
  - (b) the setting of any transport levy under section 74 of the Local Government Finance Act 1988 and in accordance with regulations made thereunder; and
  - (c) such other plans and strategies as may be determined by the Combined County Authority and set out in its standing orders.
- 18.8 For questions relating to the following matters, the majority under Standing Order 18.1(b) must include the lead member for any constituent council whose area contains any part of the land subject to the proposed compulsory acquisition, or a substitute member acting in place of such a lead member:
- The exercise of the functions by the Combined County Authority conferred by regulations 7, 8 and 12 of the East Midlands Combined County Authority

Regulations 2024 in section 17(3) of the Housing Act 1985 (insofar as this function is exercised for the compulsory purchase of land), section 9(2) of the Housing and Regeneration Act 2008, section 226 of the Town and Country Planning Act 1990 and section 197(1) of the Localism Act 2011.

- 18.9 The following matters concerning the Mayor's budget must be decided by a two thirds majority of the members, or substitute members acting in their place, of the Combined County Authority present and voting on the question at a meeting of the Authority:
- (a) Any decision to veto the Mayor's draft budget (or draft revised budget) and approve the Mayor's draft budget incorporating the Combined County Authority's recommendations.
  - (b) Any decision to determine the relevant amounts and calculations that are to be used for the financial year where the Mayor has failed to notify the Combined County Authority of the Mayor's draft budget before 1st February.
- 18.10 Any exercise by the Mayor of the general functions mentioned in regulation 26(1) of the East Midlands Combined County Authority Regulations 2024 which results in a financial liability falling on a constituent council requires the consent of the lead member of that constituent council. Such consent is to be given at a meeting of the Combined County Authority.
- 18.11 Any exercise by the Mayor of the functions corresponding to the functions contained in section 199(1) of the Localism Act 2011 (exclusion of land from Mayoral development areas) in respect of any Mayoral development area requires the consent of each member of the Combined County Authority whose local government area contains any part of the area to be excluded from a Mayoral development area or substitute members acting in place of those members. Such consent is to be given at a meeting of the Combined County Authority.
- 18.12 Any exercise by the Mayor of the functions corresponding to the functions contained in section 202(2) to (4) of the Localism Act 2011 (functions in relation to town and country planning) in respect of any Mayoral development area requires the consent of the lead members of the Combined County Authority whose local government area contains any part of the area to be designated as a Mayoral development area or substitute members acting in place of those members. Such consent is to be given at a meeting of the Combined County Authority. (These powers also require the consent of the district

council and the Peak District National Park if the functions are to be exercised within their areas).

- 18.13 Any exercise by the Mayor of the functions conferred by sections 108, 109 and 112 of the Transport Act 2000 requires them to consult with the Combined County Authority and the members of the Combined County Authority may amend plans made pursuant to sections 108, 109 and 112 of the 2000 Act if agreed by a two thirds majority of the members, or substitute members acting in their place, of the Combined County Authority present and voting on the question at a meeting of the Authority.
- 18.14 **Offices and appointments.** If on a vote no person receives more than half of the votes cast, the name of the person with the fewest number of votes will be withdrawn. Further votes will be held until one person receives a clear majority.

## **19. Method of Voting**

- 19.1 Whenever a vote is taken at meetings of the Combined County Authority it shall be by a show of hands.
- 19.2 On the requisition of any Member of the Combined County Authority eligible to vote, supported by two other Members (also eligible to vote) who signify their support by rising in their places, and before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave their vote for or against or abstained from voting.

## **20. Matters affecting Officers**

- 20.1 If any question arises at a meeting at which the public are in attendance as to the appointment, promotion, dismissal, remuneration, pension matters, conditions of service or conduct of any person employed by the Combined County Authority, such question shall not be the subject of discussion until the Combined County Authority has decided whether or not to exclude the public.

## **21. Conduct at meetings**

- 21.1 Whenever the Mayor rises during a debate at a Combined County Authority meeting, the meeting shall be silent.
- 21.2 Mobile phones and other electronic devices must be switched to 'silent' during meetings.
- 21.3 Filming or recording of any meeting of the Combined County Authority is permitted, subject to the following:
- (a) Filming or recording is done openly.
  - (b) That the Mayor has been notified at the commencement of the meeting.
  - (c) That anybody attending the meeting, with the exception of Members and officers, may request not to be filmed or recorded.
  - (d) Filming or recording may only take place when members of the public are entitled to attend in person.
- 21.4 Placards are not permitted during meetings.
- 21.5 **Member not to be heard further.** If a Member persistently disregards the ruling of the Mayor by continued irrelevance or repetitions, by behaving improperly or offensively, or by willfully obstructing the business of the Combined County Authority, the Mayor may direct the Member to stop speaking. If, following a direction from the Mayor to stop speaking, the Member continues to speak, the Mayor (or any other Member) may move that the Member be not heard further. If seconded, the Mayor shall put the motion to the vote without discussion and if passed, the Member shall not be permitted to speak on the same matter again during the meeting.
- 21.6 **Member to leave the meeting.** If a Member persistently disregards the ruling of the Mayor by continued irrelevance or repetitions, by behaving improperly or offensively, or by willfully obstructing the business of the Combined County Authority, the Mayor may request them to leave for the remainder of the meeting or for any lesser period. If following a request to leave the meeting, the offending Member does not leave, the Mayor (or any other Member) may move that the Member named leave the meeting. The motion shall be put and, if seconded, voted upon without discussion. If carried, the Mayor shall give directions for the removal of the Member and such other directions as are necessary for restoring order to the proceedings.



21.7 **Removal of member of the public.** If a member of the public interrupt's proceedings, causes a disturbance or behaves improperly, offensively, or willfully obstructs the business of the Combined County Authority, the Mayor will warn the person concerned. If the member of the public, having been warned, continues their conduct, the Mayor may order their removal from the meeting room.

21.8 **General disturbance.** If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as they think necessary.

## 22. Conduct at meetings

22.1 A substitute member may only act for the Combined County Authority Member for whom they are the designated substitute.

22.2 With the exception of the substitute member for the Deputy Mayor where the Deputy Mayor is acting in the place of the Mayor, a substitute member may only act when the Combined County Authority Member is absent from the meeting.

22.3 A substitute member may not exercise any special powers or duties exercisable by the Member for whom they are substituting.

## 23. Attendance at meetings

23.1 The Mayor may invite the Chair of any advisory committee, committee, or sub-committee of the Combined County Authority to attend and speak at any meeting of the Combined County Authority to;

- Present any reports or recommendations of the committee or sub-committee.
- Answer questions about any matter in the minutes of that committee or sub-committee, or
- Contribute to the discussions about any matter which is relevant to the functions discharged by the committee or sub-committee of which they are chair.

23.2 The Mayor may invite any person to attend and speak at meetings. In such circumstance the Mayor is required to notify the Monitoring Officer at the earliest opportunity providing the details of the person(s) invited to speak and the agenda item they have been invited to speak in relation to.

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