

Appendix B

ORDINARY MEETINGS (indicative timetable)

ITEM	SPEECH TIMES	ITEM LENGTH	REASON FOR CHANGE
<u>ADMINISTRATIVE ITEMS</u> Prayers Apologies for Absence Minutes Disclosures of Interest Announcements Petitions	N/A	Approx. 15 minutes	N/A
<u>COMMITTEE REPORTS & RECOMMENDATIONS</u> Governance O&S Cabinet Annual reports	Where amendments are received subject to the proposed rules of debate as set out in the report and below in 'motion' table	Approx. 15 minutes (ON AVERAGE but no specified time limit)	To ensure efficient use of time available for the meeting so that all business is transacted before the guillotine
<u>COUNCIL QUESTIONS</u>	Up to 15 questions allocated on proportionality. Supplementary questions only	45 Minutes	To improve efficiency. Council questions and answers are available in advance of the commencement of the meeting thereby enabling only the supplementary question to be posed.
<u>BREAK</u>		15 minutes (at mayor's discretion)	
<u>MOTIONS</u>	(1) Mover (motion or amendment)– 5 mins (2) General debate – 3 mins	Items duration maximum of 75 minutes, or such lesser time as the three hour meeting duration permits	To improve meeting efficiency. It is rarely the case that all motions are debated at meetings of Council. By

	(3) Replies – 3 mins		reducing debate times and imposing a time limit business will be transacted in a more efficient manner
<u>GUILLOTINE (10:15PM)</u>			Remaining business to be moved to the vote with meeting concluded by 10:30pm

