Appendix B

ORDINARY MEETINGS (indicative timetable)

ITEM	SPEECH TIMES	ITEM LENGTH	REASON FOR CHANGE
ADMINISTRATIVE ITEMS	N/A	Approx. 15 minutes	N/A
Prayers Apologies for Absence Minutes Disclosures of Interest Announcements Petitions			
COMMITTEE REPORTS & RECOMMENDATIONS 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
COUNCIL QUESTIONS	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.
BREAK		15 minutes (at mayor's discretion)	
MOTIONS	 (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
GUILLOTINE (10:15PM)		Remaining business to be moved to
		the vote with meeting concluded by
		10:30pm