

PART 4 - COMMITTEES

24. Appointment of Committees

No person shall be appointed to a committee so as to hold office later than the next annual meeting of the Council EXCEPT those Members elected as Chairman or Vice-Chairman of committees (or sub-committees) who shall, provided they retain Council membership, hold office until their successors are appointed.

25. Chairmen of Committees

- (1) Subject to paragraph (2) below each committee (and sub-committee) shall, at its first meeting, before proceeding to any other business, elect a Chairman for the year and may at any time appoint a Vice-Chairman.
- (2) (a) In the case of Overview & Scrutiny Committee the Committee may instead of a Chairman and Vice-Chairman appoint two of their members as Co-Chairmen to work jointly and in equal partnership
 - (b) where two Co-Chairmen are appointed:
 - (i) Only one of the Co-Chairmen shall preside at each meeting. if only one is present at a meeting he will preside at that meeting; if both are present the one who did not preside at the last meeting shall preside; and
 - (ii) subject to (i) above all other references to the roles and functions of the Chairman of Overview & Scrutiny Committee shall be construed as a reference to the Co-Chairmen acting jointly

26. Special Meetings of Committees

A special meeting of any committee shall be summoned:

- at the request of the Chairman of that committee;
- at the request of the Chairman of Council;
- upon receipt by the Head of Legal & Governance of a written request signed by not less than a quarter (minimum four) of the members of the committee; or
- by the Head of Legal & Governance at any time in the event of an emergency or special circumstances.

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