

Appendix 2 - Proposed Changes to Part 4 Paragraph 7 of the Constitution

7. Appointment of Substitute Members of Committees and Sub-Committees

Allocation

7.1. *As well as allocating seats on Committees, the Council will allocate seats in the same manner for substitute Members.*

Number

7.2. *For each committee, the Council will appoint a maximum of four substitutes for each political group which holds seats on that committee.*

Powers and duties

7.3. *Substitute Members will have all the powers and duties of any ordinary Member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.*

Substitution

7.4. *Substitute Members may attend meetings in that capacity only:*

7.4.1. *to take the place of the ordinary Member for whom they are the designated substitute;*

7.4.2. *where the ordinary Member will be absent for the whole of the meeting; and*

7.4.3. *~~after notifying the~~ where notification of the intended substitution has been given in writing to the Proper Officer before the start of the meeting by the member who is to be substituted, or by their group leader of the intended substitution. Exceptionally, in cases of urgency, such notification may be made verbally in person or by telephone to the Proper Officer and confirmed subsequently in writing.*

7.4.4. *The Proper Officer for these purposes is the Democratic Services Officer supporting the meeting.*