



SUBSTITUTION POLICY

1. INTRODUCTION

Council has requested that a process introducing substitutes for committee meetings be explored.

2. PRELIMINARY

The primary purpose of appointing substitute members is to ensure at a basic level that a committee can achieve a functioning quorum of members in order to transact its business.

The substitution process will allow council members more flexibility in relation to attending meetings and council's procedural rules should be so amended to permit substitutes on all committees other than the Policy and Resources Committee and the Planning Committee.

3. PROCEDURE

Primary members are to be appointed to committees (at the annual meeting of the council), a small number of additional councillors are appointed in addition as substitute members.

(a) If a usual member of the Committee is unable to attend a meeting, (s)he may make the necessary arrangements with a named substitute member for that Committee.

(b) The usual member will give notice (which may be by email or telephone) of the substitution to the Parish Clerk at least 4 hours before the start of the meeting in accordance with Standing Order 4dv. The Parish Clerk will record the substitution.

(c) The effect of a valid substitution notice will be that the usual member will cease to be a member of the committee for the duration of that meeting and for the duration of any adjournment of it. The substitute member shall be a full member of the Committee for the same period.

(d) Once a valid substitution notice has been given for a meeting of a Committee, it may not be revoked.

(e) All usual members and all substitute members of the Committee will be given notice of Committee meetings in the normal way. If any substitution notices are received after the notification of the meeting has been sent, the usual member who is being substituted for will ensure that the substitute members are made aware of the date and time of the meeting and will send all substitute members copies of the papers for each meeting.

(f) A member who is acting as a substitute for a usual member who is the Chair or Vice Chair of the Committee will not, by virtue of that substitution, be entitled to act in that capacity.

(g) When a member attends a meeting as a substitute for a usual member, the Minutes and any report of that meeting will include the name of the substitute, in alphabetical order, amongst those attending the meeting, followed by "(substitute for)" indicating the name of the usual member.

FOR ADOPTION