



Monitoring Officer Advice Note 4 dated 22/2/23

Reminder of the Rules on Raising Points of Order or Points of Personal Explanation at Council Meetings

It is up to the Mayor whether to entertain a request by a councillor to raise a Point of Order or Point of Personal Explanation and any member who is declined the right to raise such a point is respectfully asked to accept the decision of the Mayor and be seated. The right to raise a Point of Order or a Point of Personal Explanation should not be used simply to secure a further opportunity to speak or to argue with a point made by another councillor. Such request will be resisted by the Mayor.

Point of Order: In the event that there has or appears to have been a breach of the Council Procedure Rules then the relevant Group Whip or Group Leader may wish to raise this as a *Point of Order* under **CPR 13.35**. The councillor may only raise a Point of Order at the end of a speech to which it relates.

The Councillor must stand and indicate to the Mayor that he or she would wish to raise a Point of Order. The Mayor will then invite the councillor to specify which CPR the point of order relates to and the way in which he or she considers it has been breached. The councillor must state clearly the CPR which is alleged to have been breached. The CPRs are listed in the Supplementary Agenda. The councillor's explanation will be limited to 1 minute.

The Mayor will then ask the member to be seated whilst he or she seeks advice from the Monitoring Officer. The Monitoring Officer will advise the Mayor and he or she will then respond to the councillor. No further discussion should take place as the Mayor's ruling on a Point of Order is final.

Point of Personal Explanation CPR 13.36: At times, a councillor may feel they need to raise a point of personal explanation. If so, the councillor may do so only at the end of the speech to which it relates.

A personal explanation may only relate to some material part of the councillor's earlier speech which may appear to have been misunderstood in the present debate. The councillor must stand and indicate to the Mayor that he or she would wish to raise a Point of Personal Explanation. The Mayor will then invite the councillor to explain which (material) part of the councillor's earlier speech appears to have been misunderstood in the present debate and the reasons why. The councillor's explanation will be limited to 1 minute, or longer with the consent of the Mayor.

The Mayor will normally simply thank the member and move on. This is not an opportunity for further debate or argument and the Mayor will not invite other councillors to comment or accept or deny the explanation given.

Terry Osborne, Monitoring Officer