

# London Borough of Enfield: Council Constitution

## Quick Guide to Procedure Rules

The following procedural rules in relation to meetings of full Council might be of interest to members, particularly new councillors. The paragraph and page numbers relate to the Constitution (please note – these may be subject to changes as the content of the Constitution is amended)

| <b>Procedural Rule</b>                           | <b>Paragraph No.</b> | <b>Page No.</b> |
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### **Points of Order**

A councillor may only raise a point of order at the end of the speech to which it relates. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The member's speech will be limited to one minute, with any additional time to be agreed at the discretion of the Mayor. The ruling of the Mayor on the matter will be final.

### **Personal Explanation**

A councillor may only make a point of personal explanation at the end of the speech to which it relates. A personal explanation may only relate to some material part of the earlier speech by the member, which may appear to have been misunderstood in the present debate. The member's speech will be limited to one minute, with any additional time to be agreed at the discretion of the Mayor. The ruling of the Mayor on the admissibility of a personal explanation will be final.

### **Content / length of speeches and Speakers**

Speeches must be directed to the question under discussion, or to a personal explanation or point of order. The mover of a Motion and the first speaker in response may speak for 5 minutes. No subsequent speech may exceed 3 minutes without the consent of the Mayor. Speeches exercising a right of reply will be limited to 2 minutes.

When the time allotted for the debate on any item is within 5 minutes of its end, the Mayor shall invite (subject to no extension of time having been sought) the mover of the motion and of any amendments to exercise their right of reply prior to the question being put to the meeting.