

## Quick Guide to Procedure Rules

### **Motions which may be moved during debate** **13.20** (at the end of a councillor's speech):

- Withdraw a motion or recommendation; 13.20 (i)
- Amend a motion or recommendation; 13.20 (ii)
- Amend the timings or the order of business under Rule 4 to allow further time for debate; 13.20 (iii)
- Proceed to the next business; 13.20 (iv)
- Request the question be now put; 13.20 (v)
- Adjourn a debate; 13.20 (vi)
- Adjourn the meeting; 13.20 (vii)
- Allow further time for debate on the item and to Vary the timings set out in the agenda and/or to extend the meeting; 13.20 (viii)

### **Point of Order** **13.35**

A councillor may only raise a point of order at the end of the speech to which it relates. A point of order must relate to an alleged breach of these Council Rules of Procedure or the law. The councillor must indicate the rule or law and the way in which they consider it has been broken. The councillor's speech will be limited to 1 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** **13.36**

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 councillor, which may appear to have been misunderstood in the present debate. The councillor's speech will be limited to 1 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.