

**Substitutes**

Part 4A Council Procedure Rules

~~RULE 10. APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES ALLOCATION~~

~~10.1 As well as allocating seats on Committees, the Council may allocate seats in the same manner for substitute Members other than to the Standards Committee. This may be done at Annual and Selection Council and at other Council meetings as vacancies arise. Number~~

~~10.2 For each Committee, the Council may appoint up to the same number of substitutes in respect of each Political Group as that Group holds ordinary seats on that Committee.~~

Part 4C Committee Procedure Rules

**RULE 3. SUBSTITUTE MEMBERS**

General

~~3.1 The Council has the power of appointment of substitute Members to Committees and Committees have the power of appointment of substitute Members to sub-Committees. Number~~

~~3.2 For each Committee, the Council may appoint up to the same number of substitutes in respect of each Political Group as that Group holds ordinary seats on that Committee.~~

~~3.3 For each sub-Committee, the Committee may appoint up to the same number of substitutes in respect of each Political Group as that Group holds ordinary seats on that sub-Committee.~~

~~3.4 If a Political Group on the Council has less than 10 Members they may appoint one additional substitute for any committee, which, for Regulatory Committees, could be a Member from another Political Group or an Independent Member, provided they fulfil the requirements of paragraph~~

3.1 For each Committee where substitution is applicable, substitutes are permitted in respect of each political group, and across non-aligned Members as if those members were to have formed a grouping. Substitution is only permitted within each political grouping, or within the non-aligned Members (i.e. a Member of a political group cannot substitute for a Member of another political group or a non-aligned Member; and a nonaligned Member cannot substitute for a Member of a political group). Substitute Members may attend meetings in that capacity only:

- (i) to take the place of the ordinary Member for whom they are the designated substitute;
- (ii) where the ordinary Member will be absent for the whole of the meeting (N.B. the substitution shall apply for the whole of the meeting, even if the meeting is adjourned and reconvened on another date); and
- (iii) they have notified a Proper Officer of the intended substitution at least two hours before the start of the Meeting. Notification of substitution can be made by the Member appointing the substitute, the substitute Member, or in the case

of a substitution within a political group by the Leader or Deputy Leader of the relevant political group

### 3.2 Number

For each Committee where substitution is applicable, there shall be no maximum number of substitutes in respect of each political group or non-aligned Members at any meeting, provided that the general requirements in respect of Committee memberships are not infringed.

### 3.3 Powers and Duties

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 for whom they are substituting. Substitute Members shall abide by any voting restrictions which would have applied to the Member for whom they are substituting.

### 3.4 Regulatory Committees

No substitute Members shall participate in a Regulatory Committee until they:

- have undergone the same initial training as required of full Members of the Committee;
- have participated in all on-going training as provided for full Members of the Committee; and their compliance with these conditions has been certified by the relevant Officers.

~~3.7 A substitute Member may participate in a Meeting in that capacity only: (a) to take the place of an ordinary Member for whom they are the designated substitute; (b) where the ordinary Member will be absent for the whole of the meeting; and (c) subject to Rule 3.7, after notifying a Proper Officer of the intended substitution at least two hours before the start of the Meeting. 3.8 Where, immediately following Annual and Selection Council, a Committee chooses to appoint its Chairman and Vice Chairman, a substitute Member may participate in the Meeting pursuant to Rule 3.6 after giving verbal notice of their substitution to the Proper Officer~~

## Part 4D Overview and Scrutiny Rules

~~Substitute Members 2.13 Council has the power of appointment of substitute Members to O&S Committee and the Committee has the power of appointment of substitute Members to sub-Committees. The substitution process is set out in Rule 31. 2.14 Council may appoint up to the same number of substitutes in respect of each Political Group as that Group holds ordinary seats on O&S Committee. Page 147 Last updated: 05/03/20 2.15 For each sub-Committee, O&S Committee may appoint up to the same number of substitutes in respect of each Political Group as that Group holds ordinary seats on that sub-Committee~~

~~RULE 29. SUBSTITUTION PROCESS 29. A substitute Member may participate in a meeting of the O&S Committee in that capacity only: (a) to take the place of an ordinary Member~~

~~for whom they are the designated substitute; (b) where the ordinary Member will be absent for the whole of the meeting; and (c) subject to Rule 29.2, after notifying the Proper Officer of the intended substitution at least two hours before the start of the meeting. 29.2 Where, immediately following Annual and Selection Council, the Committee chooses to appoint its Chairman and Vice-Chairman, a substitute Member may participate in the meeting pursuant to Rule 29.1 after giving verbal notice of their substitution to the Proper Officer~~