

Forest Heath District Council

(Extract from) Committee Procedure Rules

(Proposed amended wording set out below)

9. Substitutes Powers and Duties

- 9.1 Once a substitute has been declared, he or she will have the ordinary status of a member present in his or her own right and will not be the delegate of the original member. He or she will not be able to exercise any special powers or duties exercisable by the person for whom he or she is substituting. Any disqualification of the original member to speak or vote, however, is not transferred to the substitute. Conversely, if a substitute member is disqualified to speak or vote on a particular item, he or she must declare it as if he or she were an original member.
- 9.2 If an original member arrives at a meeting at which a substitute has already been declared, the substitute will remain the member entitled to speak and vote. Once a substitution has been declared, the original member will not be entitled to attend the meeting, either as a member of the committee or sub-committee or 'by invitation' (*this is because if a substitution is declared it is on the pre-supposition that the original member has declared him or herself unable to attend the meeting*).
- 9.3 The procedure for the appointment of temporary substitutes will be in accordance with paragraph 4.1 of the Council Procedure Rules in Part 4 of this Constitution.

Substitution Rules

- 9.4 At the commencement of each meeting of a committee or sub-committee (or upon arrival, if arriving late) each member substituting for another member will declare the said substitution.
- 9.5 Once a substitute has been declared as present in place of a member for a meeting of that committee or sub-committee, that substitute will take the place of the member and will be able to speak and vote (subject to the declaration of any interests, as is usual practice).
- 9.6 Once a substitute has declared that he or she is substituting for another member, the original member will not be able to replace the substitute member during the course of the meeting. If the substitute member leaves the meeting during the course of the meeting, the original member will not be allowed to attend and vote in place of the substitute.

Appendix F

- 9.7 If, at the commencement of the meeting, the original member is present, then a substitution cannot take place.
- 9.8 Any original member of a committee may seek a substitute from any of those on the appointed list of substitutes for that committee or sub-committee, provided that they are from the same political group to maintain political balance.
- 9.9 No substitute member has the automatic right to substitute for another member who is not present; it is for the original member to select a substitute in accordance with paragraph 9.8 above.
- 9.10 Substitute members cannot be appointed to attend meetings for a member who ceases to no longer be a member of the Council (ie by way of resignation, disqualification or death in service).

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