

Appendix 2 – Ordinary Council Meeting Procedure Table

A. Ordinary Council Meeting

- i. All ordinary meetings shall be held at the **Council House, Birmingham**, at **2.00pm**, unless Full Council or Council Business Management Committee decides otherwise.
- ii. The order of business and the indicative timescales at every ordinary meeting of the Full Council shall usually be:

Standard Item	Time Limits	Indicative Timetable
Minutes, Lord Mayor's Announcements	10 minutes for Lord Mayor's Announcements - no presentations.	2.00 – 2.10 p.m.
Petitions	10 minutes	2.10 – 2.20 p.m.
Holding to Account		
Question time	70 minutes Questions from members of the public to any Cabinet Member or Ward Forum Chair. ¹ Questions from any Councillor to a Committee Chair, Lead Member of a Joint Board or Ward Forum Chair. ⁴ Questions from Councillors other than Cabinet Members to a Cabinet Member. ² Questions from Councillors other than Cabinet Members to the Leader or Deputy Leader. ⁵	2.20 – 3.30 p.m. 20 minutes 1 minute for each question 2 minutes for each answer 10 minutes 1 minute for each question 2 minutes for each answer 20 minutes 1 minute for each question 3 minutes for each answer 20 minutes 1 minute for each question 3 minutes for each answer
Executive Business Report / Scrutiny Business Report / Lead Member Report	45 minutes 7 minutes presentation 4 minutes per speaker 5 minutes to respond	3.30 – 4.15 p.m.
BREAK	(the Lord Mayor should have the flexibility to call this earlier or later as the meeting progresses)	4.15 – 4.45 p.m.
Policy Development / Council Business		
Policy Framework Plans; inquiry reports from Scrutiny; reports from CBM or the Executive; appointments; petition debates	60 minutes 7 minutes presentation 4 minutes per speaker 5 minutes to respond	4.45 – 5.45 p.m.
Members' Debate		
Motions submitted by individual Councillors rotated equally between the political groups as determined by CBM	Motions for debate – 7 minutes presentation 4 minutes per speaker 5 minutes to respond	5.45 – 7.15 p.m.

¹ Where the Chair is not a councillor, the question may be directed to the ward councillor to answer on behalf of the resident Chair.

² Each Councillor may ask one question and one supplementary question

- iii. The business under any notice on the meeting agenda shall not proceed in the absence of the Member under whose name it is proposed, unless they have given authority in writing for it to be taken up by some other Member or Members of the Council;
- iv. The time allowed for speeches shall be up to 7 minutes for the mover of a Motion or Amendment to the Motion, with up to 4 minutes each for other Members wishing to participate in the debate and a right of reply for the mover of the Motion only of up to 5 minutes.
- v. The Lord Mayor shall have the discretion to allocate unused time to the next item, with the proviso that each item should start no later than the time indicated on the agenda.
- vi. The order of business and the time limit allocated to items on the Agenda may be varied by agreement of the three political groups at Council Business Management Committee or, in the absence of such agreement, by a resolution passed on a Motion which, after being moved and seconded, shall be put to the vote without discussion.
- vii. A motion to extend the time of the meeting may only be moved by the Leader or Deputy Leader (or their nominee) of one of the Party Groups and seconded by the Leader or Deputy Leader (or their nominee) of another Party Group.
- viii. If a meeting of the Council has not come to an end by 7:15p.m and there are items remaining on the agenda, the following procedure shall apply:
 - At the conclusion of the speech then being delivered, the Lord Mayor shall allow the mover of the motion then under debate to exercise his/her right of reply and shall then put the motion to the vote;
 - In respect of any remaining items of business, the Lord Mayor shall allow motions to be moved and seconded formally (without comment) and shall forthwith put the motions to the vote without discussion; and
 - The Lord Mayor shall then close the meeting.
- ix. Question time (including questions from the public) and motions for debate submitted by individual Councillors will be excluded from the agenda at the Annual Meeting and the Annual Budget Meeting of the Council.