



## **RULES FOR SUBSTITUTION ON STANDING COMMITTEES, SUB-COMMITTEES, BOARDS AND PANELS**

1. These Rules of Substitution do not apply to the Cabinet and to the adjourned meetings of the Licensing Sub-committee, Assessment Sub-committee, Review Sub-committee, Hearing Sub-committee, Discretionary Housing Payments Panel and Appeals Panel.
2. Subject to the para.1 above and the following provisions, any Member may act as a substitute for a member of the same Political Group at any meeting of a Committee, Sub-committee, Board or Panel.
3. Subject to the express wishes of the relevant Committee, Sub-committee, Board or Panel, a substitute must be selected as the occasion arises by:
  - (a) the Leader of the relevant Political Group, or
  - (b) other person or persons nominated by the Leader to act in this capacity.
4. Substitution for each Committee, Sub-committee, Board and Panel will not normally be applied to more than three members in each Political Group.
5. Members will not substitute on the Development Control Board, Licensing Sub-committee, Assessment Sub-committee, Review Sub-committee, Hearing Sub-committee, Appeals Panel and Discretionary Housing Payments Panel, unless they have been previously trained on the body's quasi judicial functions.
6. Substitute Members on the Licensing Sub-committee, Assessment Sub-committee, Review Sub-committee, Hearing Sub-committee, Discretionary Housing Payments Panel and Appeals Panel will be limited to being drawn from the membership of the parent body.
7.
  - (a) Attendance of a substitute at a forthcoming meeting must be notified in writing or orally to the Managing Director or his representative as soon as possible before the meeting.
  - (b) A declaration will be made by the Managing Director or his representative at the meeting to the effect that Member "X" has been substituted by Member "Y".
8. Substitute Members will have all the powers and duties of any ordinary member of the Committee, Sub-committee, Board or Panel, but will not be able to exercise any special powers or duties exercisable by the person they are substituting.
9. Substitute Members may attend meetings in that capacity only;
  - (a) to take the place of the ordinary Member for whom they are the substitute;

(b) after notifying the Managing Director (refer to para. 7(a) above).

10. Once substituted, the ordinary Member cannot vote at the meeting even if he/she is able to attend at a later stage of the meeting, and can only speak with the permission of the Chairman.