

## **The Role of Chairman**

Responsibilities include:

### **Preparation for the meeting**

- To inform himself/herself of the business and objects of the meeting, familiarising him/herself with the content of reports and, in all other respects ensuring that he/she is properly prepared for the meeting.
- To determine that the meeting is properly constituted, that there is a quorum present, and that the meeting can continue to proceed lawfully.
- To be familiar with the rules of debate, as contained in the Council's Constitution
- To guide officers in the administration of committee business eg where meeting arrangements need to change, such as time and venue changes

### **During the meeting**

- Regulation of the conduct of the meeting he/she chairs, including by adopting measures to aid debate:
  - To make the business of the meeting efficient and effective
  - Encouraging members of the committee not to repeat points already made in debate
  - Ensuring that all those participating keep to their allocated speaking time and are succinct in making contributions, always ensuring that appropriate opportunity is given for those entitled to speak to do so
  - Taking appropriate advice from officers prior to, and in attendance at, the meeting.
- To confine discussion to ensure that it is within the scope of the meeting and within reasonable limits of time
- To decide whether proposed motions and amendments are in order, taking legal advice where necessary
- To formulate for discussion and decision, questions that have been moved for consideration of the meeting
- To decide points of order and other incidental questions that require decision at the time
- To seek to ensure that Members of the Council who are visiting planning committee meetings to speak are permitted to do so, if necessary delaying the consideration of the item in question in order to facilitate this, only insofar as it is practicable to do so within the meeting.
- To ascertain the sense of the meeting by putting relevant questions to the meeting and taking a vote thereon
- Where appropriate, to summarise the outcome of the debate
- To declare the result of each vote

- To determine when to take a vote upon the proposed adjournment of the meeting when circumstances justify or require that course
- To exercise a second or casting vote where there is an equality of votes cast

### **Preserving order at the meeting**

- To call upon any disorderly person to behave properly and to ask that person to withdraw from the meeting if they fail to do so
- To direct that such person be removed from the meeting; provided that only such force as is reasonable may be used in doing so
- To determine whether to call for the meeting to be suspended or adjourned in circumstances where there is disorder
- To determine whether to propose that a Member “be not further heard” in circumstances of misconduct and, where such misconduct continues after the vote:
  - to propose that the Member “do leave the meeting”
  - to order that such Member be removed from the meeting, provided that only such force as is reasonable may be used in doing so
- To determine whether to order, where general disturbance occurs, that the appropriate part of the meeting room be cleared

### **At the end of the meeting**

To declare the meeting closed when its business has been completed