

**Appendix 1:
Council Procedure Rules –Proposed Constitution Updates**

Rule/Ref.	Contents	Proposed Change	Rationale
<p>1. Members of the Public submitting Public Forum: CPR10.1 (a) Public Petitions and statements</p> <p>2. Public Forum Deadlines: CPR10.1 (a) Public Petitions and statements</p>	<p>Members of the public, provided they give notice in writing or by electronic mail to the proper officer (and include their name and address and details of the wording of the petition, and in the case of a statement, a copy of the submission), by no later than 12 noon of the working day before a meeting, may present a petition or submit a statement at ordinary meetings of the full Council.</p> <p>(</p>	<p>(i) That <i>Members of the Public</i> is changed to <i>residents of Bristol</i> (all Bristol BS postcodes) OR <i>Live, Work, Study in Bristol</i> (determined by postcodes of all surrounding areas). <i>NB. EPR4 also refers to Members of the public although EPR3 refers to local residents in Bristol.</i></p> <p>(ii) That the notice required is changed to no later than 12 noon 2 clear working days before the meeting.</p>	<p>(i.a) to clarify who is eligible to submit public forum</p> <p>(i.b) to prioritise Bristol residents and correct current inconsistencies with respect to eligibility across Full Council, Cabinet, other committees, and the petition scheme.</p> <p>(ii.a) to bring the public forum deadline forward to align with the change to a 6-day publication date and to provide consistency with the registration to speak deadline as in the VMPR (Virtual Meeting Procedure Rules).</p> <p>(ii.b) to allow more time for Members to consider submissions prior to the meeting.</p> <p>(ii.c) to allow time for checking of Bristol resident’s status</p> <p>(ii.d) to allow more time for engagement with submitters to reduce likelihood of redactions or refusal.</p>

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3. Right to Reply on Amendments: CPR13 Rules of Debate	1. MOTION moved and seconded 2. DEBATE ON MOTION 3. AMENDMENT moved and seconded 4. When debate finished 5. INVITE MOVER OF ORIGINAL MOTION 1 TO REPLY TO DEBATE ON AMENDMENT	(iii) that the mover of the amendment is invited to reply to debate on amendment NB within CPR13.9 'Right of Reply' specifically states that the mover of amendment has no right of reply.	(iii) to permit the mover of the amendment to respond to the debate prior to a vote.
4. Substitutes CPR4 Appointment of Substitute Members of Committees and Sub-Committees	CPR4.1-CPR4.4 not relevant to Full Council	(iv) that CPR4 be removed	(iv) Substitutes are not relevant to Full Council and therefore CPR4 is not applicable.
5. Selection of members of council on outside bodies: CPR1.2 (a) Selection of members of council on committees and outside bodies	At the annual meeting, the full Council will: (i) decide which committees to establish for the municipal year; (ii) decide the size and terms of reference for those committees; (iii) decide the allocation of seats [and substitutes] to political groups in accordance with the political balance rules; and (iv) receive nominations of members of council to serve on each committee.	(v) That reference to Outside Bodies is removed and language changed to reflect current practice	(v.a) to amend the text to reflect current practice. Outside Body and committee memberships are allocated by the whips and not agreed at annual council (v.b) to remove the reference to allocation of substitutes at annual council
6. Public Forum made available at meetings: CPR10.1(d) Statements	Statements, provided they are of reasonable length, will be copied and circulated to all members of council and made available to the public attending the meeting if requested. If requested, a written reply will be provided within 10 working days following the Council meeting.	(vi) reference to be made to 'published' on the website and clarity of treatment of questions within statements	(vi) to provide clarity and reflect current practice

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7. Number of supplementary questions CPR10.7 Supplementary questions	A questioner who has put a question in person may also put without notice, one supplementary question to the Mayor or Executive Member who has replied to their original question. A supplementary question must arise directly out of the original question or the reply. The Lord Mayor may reject a supplementary question on any of the grounds in CPR10.5 (scope of questions) above. A maximum of two supplementary questions may be asked by a member of the public	(vii) to provide clarity that one supplementary question per original question is permitted	(vii) to provide clarity and reflect current practice
8. Reports for Noting CPR13.1 No debate until motion or amendment is seconded	A motion or an amendment may be debated only after it has been seconded by another member of council.	(viii) Add a line that clarifies a seconder is not required for reports for noting	(viii) to provide clarity and reflect current practice
9. Signed copies of motions CPR13.2 Right to require motion or amendment in writing	Unless notice of the motion or amendment has already been given, a signed copy of the motion must be put in writing and handed to the proper officer either before it is moved or immediately after it is moved. (See also CPR13.6 (g) re. amendments)	(ix) amend to reflect current practice through electronic means	(ix) to provide clarity and reflect current practice
10. Lord Mayor to read out amended motion CPR13.6 (f) Amendments to motions	After an amendment has been carried, the Lord Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.	(x) amend section to remove requirement for Lord Mayor to read motion	(x) to provide clarity and reflect current practice
11. Final response from the Mayor CPR1.1 Timing and Business' and CPR2.1 Ordinary Meetings	CPR1.1 The Annual Meeting will: (viii) receive a statement from the Mayor, a statement from the group leaders, a statement from the Youth Council/Youth Mayors and a final response from the Mayor;	(xi) amend to reflect that this is happening at 'ordinary' Council meetings amend CPR2.1 (2) (iv) to include a final response from the Mayor on ordinary items	(xi) to align with current practice

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	<p>'CPR2.1 (2) (iv) receive any announcements from the Lord Mayor, Mayor, members of the executive or the Head of Paid Service.</p>		
<p>12. Mayoral Commissions CPR14.5 Mayoral Commissions</p>	<p>Each Mayoral Commission may submit/present a progress report to Full Council each year for information.</p>	<p>(xii) Move to CPR2.1 Ordinary Meetings for completeness</p>	<p>(xii) to provide clarity/consistency</p>
<p>13. State of the City Debate CPR14.1 to 14.4 State of the City Debate</p>	<p>CPR14.1 Calling of debate The Mayor may call a state of the city debate annually on a date and in a form to be agreed with the Lord Mayor.</p> <p>CPR14.2 Form of debate The Mayor will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the state of the city debate.</p> <p>CPR14.3 Chairing of debate The debate will be chaired by the Lord Mayor.</p> <p>CPR14.4 Results of debate The results of the debate will be: (i) disseminated as widely as possible within the community and to agencies and organisations in the area; and (ii) considered by the Mayor in proposing the budget and policy framework to the council for the coming year.</p>	<p>(xiii) Remove these sections as the State of the City Debate happens outside of Full Council. Mayoral Commissions report to Full Council in November and should be included under CPR2.1 as referenced above. The Annual Mayoral address is already referenced under CPR1.1.</p>	<p>(xiii) to provide clarity and reflect current practice</p>