

## Appendix 1:

### Council Procedure Rules – Constitution Updates for Adoption by Annual Council

Rule/Ref.	Contents (existing)	Contents (recommended)	Rationale
<p><b>1. Members of the Public submitting Public Forum:</b> CPR10.1 (a) Public Petitions and statements</p> <p><b>2. Public Forum Deadlines:</b> 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>Members of the public who live or own a business in Bristol, provided they give notice in writing or by electronic mail to the proper officer by no later than 12 noon two clear working days before a meeting, may present a petition or submit a statement at ordinary meetings of the full Council.</p> <p>Submissions must include the name and address of the member of the public and details of the wording of the petition, and in the case of a statement, a copy of the submission.</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 trialled during the period when the VMPR (Virtual Meeting Procedure Rules) were operational.</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>
<p><b>3. Right to Reply on Amendments:</b> CPR13 Rules of Debate</p>	<p>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</p>	<p>1. MOTION moved and seconded 2. DEBATE ON MOTION 3. AMENDMENT moved and seconded 4. When debate finished 5. INVITE MOVER OF ORIGINAL MOTION TO REPLY TO DEBATE ON AMENDMENT</p>	<p>(iii) to permit the mover of the amendment to respond to the debate on amendment prior to a vote.</p>

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		6. INVITE MOVER OF THE AMENDMENT TO REPLY TO DEBATE ON AMENDMENT	
<b>4. Substitutes</b> CPR4 Appointment of Substitute Members of Committees and Sub-Committees	CPR4.1-CPR4.4 this text made provision for the appointments of substitutes to Full Council meetings	CPR4.1-CPR4.4 content removed as not relevant to Full Council.	(iv) Substitutes are not relevant to Full Council and therefore CPR4 is not applicable.
<b>5. Selection of members of council on outside bodies:</b> 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.	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 to political groups in accordance with the political balance rules; and (iv) receive nominations of members of council to serve on each committee.	(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
<b>6. Public Forum made available at meetings:</b> 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.	Statements, provided they are of reasonable length, will be copied and circulated to all members of council and published on the website. If requested, a written reply will be provided within 10 working days following the Council meeting.	(vi) insertion of text that submissions will be 'published' on the website, to provide clarity and reflect current practice
<b>7. Number of supplementary questions</b> 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	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	(vii) insertion of text that one supplementary question per original question is permitted, to provide clarity and reflect current practice

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	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	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, one supplementary question is permitted per original question asked.	
<b>8. Reports for Noting</b> 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.	A motion or an amendment may be debated only after it has been seconded by another member of council.  If a report is for noting only, a seconder is not required.	(viii) insertion of text that clarifies a seconder is not required for reports for noting, to provide clarity and reflect current practice
<b>9. Signed copies of motions</b> 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)	Unless notice of the motion or amendment has already been given, the motion must be put in writing and sent electronically to the proper officer either before it is moved or immediately after it is moved. (See also CPR13.6 (g) re. amendments)	(ix) to provide clarity and reflect current practice through electronic means
<b>10. Lord Mayor to read out amended motion</b> 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.	Deletes the text requiring the Lord Mayor to read out the amended motion.	(x) to provide clarity and reflect current practice
<b>11. Final response from the Mayor</b> 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;	Contents moved from CPR 1.1 to CPR 2.1 (vi) and (viii)  'CPR2.1 (2) (iv) receive any announcements from the Lord Mayor, Mayor, members of the executive or the Head of Paid Service.	(xi) to align with current practice at ordinary Council meetings

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	'CPR2.1 (2) (iv) receive any announcements from the Lord Mayor, Mayor, members of the executive or the Head of Paid Service.	CPR 2.1 (viii) receive a statement from the Youth Council/ Youth Mayors	
<b>12. Mayoral Commissions</b> CPR14.5 Mayoral Commissions	Each Mayoral Commission may submit/present a progress report to Full Council each year for information.	Contents moved to CPR2.1 for completeness	(xii) to provide clarity/consistency to reflect current practice at ordinary council meetings.
<b>13. State of the City Debate</b> CPR14.1 to 14.4 State of the City Debate	<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>	Contents deleted	(xiii) to provide clarity and reflect current practice