

# LICENSING COMMITTEE PROCEDURE RULES (LCR)

## CONTENTS

<b>Rule</b>	<b>Reference</b>
Alteration of a motion	LCR11.7
Amendments to motions	LCR11.6
Business	LCR3.2
Calling extraordinary meetings	LCR3.1
Chair of meeting	LCR7
Chairs casting vote	LCR13.2
Chairs ruling	LCR16.2
Clearance of part of meeting room	LCR17.2
Closure motions	LCR11.11
Content of speeches	LCR11.4
Contracts	LCR19.2
Member not to be heard further	LCR16.3
Member to leave the meeting	LCR16.4
Disturbance by the public	LCR17.1
Exclusion of the public	LCR15
Extraordinary meetings	LCR3
Finance and contracts	LCR19
Financial management	LCR19.1
Form of minutes	LCR14.3
General disturbance	LCR16.5
Hearings - preliminary steps	LCR20.3
Majority	LCR13.1
Members' conduct	LCR16
Minutes	LCR14
Motions which may be moved during debate	LCR11.10
Motions without notice	LCR10
No debate until motion or amendment is seconded	LCR11.1
Notice of questions	LCR9.4
Notice of and summons to meetings	LRC6
Number of questions	LCR9.5
Order of questions	LCR9.3
Ordinary meetings	LCR2
Personal explanation	LCR11.13
Petitions, questions and statements	LCR9
Point of order	LCR11.12
Procedure following conclusion of a hearing	LCR20.4
Questions	LCR9.2
Questions, statement and petitions	LCR20.2
Quorum	LCR8
Removal of member of the public	LCR17.1
Response	LCR9.7
Right to require motion or amendment in writing	LCR11.2

Right to require individual vote to be recorded	LCR13.4
Right to reply	LCR11.9
Rules specific to the conduct of hearings	LCR20
Rules of debate,	LCR11
Ruling of chair to be final	LCR12
Scope of questions	LCR9.6
Seconder's speech	LCR11.3
speaking at committees	LCR16.1
Substitute sub-committees	LCR4
Suspension	LCR18.1
Suspension and amendment of committee procedure rules	LCR18
Time and place of meetings	LCR5 (as amended)
Timing and business	LCR1
Voting	LCR13
When a councillor may speak again	LCR11.5
Withdrawal of a motion	LCR11.8

Note: The Licensing Committee is a statutory committee, which must be appointed by the full Council. It is responsible for deciding and determining its own rules.

## LICENSING COMMITTEE PROCEDURE RULES (LCR)

### LCR1

#### TIMING AND BUSINESS

The first licensing committee meeting of the council's municipal year shall be its annual meeting. The annual meeting will:

- (i) elect a member to the office of chair of the licensing committee for the ensuing municipal year;
- (ii) elect a member to the office of vice-chair for the ensuing municipal year;
- (iii) establish a special purposes sub-committee comprising the chair of the licensing committee, its vice-chair and one other committee member whose terms of reference must enable it to deal with any matters of business which would ordinarily be referred to the next ordinary meeting of the licensing committee but which are, in the opinion of the licensing manager (in consultation with the chair) of such urgency that they cannot await the date of the next ordinary meeting;
- (iv) establish any other sub-committees considered necessary and in respect of each of them:
  - (a) agree the membership;
  - (b) agree the terms of reference;
- (v) approve the minutes of the last meeting;
- (vi) effect delegations to sub-committees and review / revise as appropriate existing delegations to officers;
- (vii) receive any declarations of interest from members;
- (viii) receive any announcements from the chair;
- (ix) receive a report concerning the city council's Statement of Licensing Policy and Guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003;
- (x) consider any other business set out in the notice convening the meeting.

## **LCR2 ORDINARY MEETINGS**

Ordinary meetings will:

- (i) in the case of the licensing committee: elect a member to preside if the chair (and vice-chair, if appointed) are not present and in the case of a sub-committee: elect a member to preside as chair for that meeting subject to preference being given to those members who have completed an appropriate course of training as provided by the city council;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the chair;
- (v) (other than in respect of business to be conducted in accordance with the hearings regulations) receive petitions, questions, (and provide answers) and statements made in accordance with the provisions of LCR9;
- (vi) receive reports on any matter which is within the committee's general or specific remit; and
- (vii) make reports on any matter as required by section 7 of the Licensing Act 2003 and in particular sub-sections (4), (6) and (8) of that section.

## **LCR3 EXTRAORDINARY MEETINGS**

### **LCR3.1 Calling extraordinary meetings**

The Service Director, Legal Services may call committee meetings in addition to ordinary meetings of his / her own volition and those listed below may request the Service Director, Legal Services to do so:

- (i) the committee by resolution; or
- (ii) the chair; or
- (iii) any two members of the licensing committee if they have signed a requisition presented to the chair and the chair has refused to call for a meeting or has failed to call for a meeting within seven days of the presentation of the requisition.

### **LCR3.2 Business**

The agenda for an extraordinary meeting shall specify the matters that the meeting will deal with. Petitions, questions and statements will be accepted only if they relate to the business for which the extraordinary meeting has been arranged.

## **LCR4 SUBSTITUTE SUB-COMMITTEES**

### **LCR4.1**

Where a licensing sub-committee convened for the purpose of a hearing is unable to discharge any function delegated to it by the licensing committee because of the number of its members who are unable to take part in the consideration or discussion of any matter or vote on any question with respect to it (whether that inability be due to their being absent from the meeting or having a declarable interest in the matter or any other cause) the Service Director, Legal Services (or his representative) shall be entitled to substitute another sub-committee to deal with the matters on the agenda at the time and place notified. The substitute sub-committee may include one or more members of the sub-committee it is replacing.

### **LCR4.2**

Where a member of a licensing sub-committee convened for the purpose of a hearing is absent or unable to participate for whatever reason (but the sub-committee remains capable of meeting the quorum) and it is reasonably practicable to substitute a differently constituted sub-committee which includes the two remaining members then the Service Director, Legal Services may convene a meeting of that other sub-committee. However, the Service Director, Legal Services shall not take this step if unreasonable delay would thereby be caused to the completion of the sub-committee's business. In that event, the sub-committee would continue with a complement of two members.

## **LCR5 TIME AND PLACE OF MEETINGS**

The time and place of meetings will be determined by the Service Director, Legal Services and notified in the summons.

The place of the meeting may also include and permit the use of remote hearings facilitated over the internet.

Decisions to conduct the meeting remotely will rest with the Licensing Manager or Licensing Team Leader in consultation with the respective chair and when necessary a representative of Legal Services.

## **LRC6 NOTICE OF AND SUMMONS TO MEETINGS**

Subject to the provisions of any enactment and where it is reasonably practicable to do so at least five clear working days before it occurs the Service Director, Legal Services will give notice to the public of the time and place of any meeting. The summons so notifying the meeting will be

signed by the Service Director, Legal Services and sent by post or email to every member of the committee or subcommittee as appropriate or leave it at their usual place of residence. The summons should be posted at the council's principal office and contain the date, time and place of each meeting and will identify the business to be transacted.

## **LCR7 CHAIR OF MEETING**

The person presiding at the meeting (where this is not the person appointed at the annual meeting to the office of chair) may exercise any power or duty of the chair.

## **LCR8 QUORUM**

- (1) The quorum for meetings of the licensing committee will be five.
- (2) The quorum for meetings of a sub-committee shall be two.
- (3) During any meeting if the chair counts the number of councillors present and declares there is not a quorum, then the meeting will stand adjourned to a time and date fixed by the Service Director, Legal Services. If the law requires the business to be transacted by a particular date ("*the deadline*") then the date so fixed must be prior to the deadline. In respect of sub-committees which stand adjourned for this reason, if it should not be reasonably practicable for the particular members to meet prior to the deadline, then the Service Director, Legal Services will convene a meeting of a differently constituted sub-committee to deal with the remaining business. In all other cases, if a date is not fixed at the time of adjournment, the remaining business will be considered at the next ordinary meeting.

## **LCR9 PETITIONS, QUESTIONS AND STATEMENTS**

### **LCR9.1**

The following rules do not apply in respect of business to be conducted in accordance with the hearings regulations:

- (a) residents who are affected by the business of the committee and members, provided they give notice in writing or by electronic mail to the Service Director, Legal Services (which notice must include:
  - their name;
  - their full address;
  - (in the case of a petition) the wording of the petition; or
  - (in the case of a statement) a copy of the submission)

by no later than 12 noon the working day before the day of the meeting may present a petition or submit a statement at ordinary meetings of the committee or sub-committee concerned. The petition or statement must relate to the terms of reference and role and responsibilities of the

committee or sub-committee concerned. Where the statement or petition concerns business governed by the hearings regulations, the Service Director, Legal Services will return the statement or petition concerned and will inform the resident or member of the statutory provisions governing the making of representations including the restrictions upon who may make representations and the times within which they must be made;

- (b) individuals presenting petitions may be required to read out the objectives of the petitions;
- (c) statements, provided they are of reasonable length will be copied and circulated to all relevant members and will be made available to the public attending the meeting by not later than 1 hour before it is due to begin;
- (d) there will be no debate but after receiving the petition/statement the Committee will resolve:-
  - (1) *“that the petition / statement be noted”*; or
  - (2) if the content relates to a matter on the agenda to the meeting;
    - “that the contents of the petition / statement be considered when the item is debated”*; or
    - (3) *“that the petition / statement be referred (as appropriate) to the:*
      - *Mayor; or the*
      - *relevant executive member (if any); or the*
      - *chair of the relevant executive member (if any); or the*
      - *chair of the relevant council committee (if any); or the*
      - *appropriate scrutiny committee / overview and scrutiny management committee for appropriate action”*

## **LCR9.2**

### **Questions**

Residents who are affected by the business of the licensing committee or members may submit questions to be answered by the chair of the licensing committee. Notice of such questions must be given in accordance with LCR9.3 below.

### **LCR9.3**

#### **Order of Questions**

Subject to the chair being entitled to group together similar questions, the chair shall respond to the questions in the order in which notice of them was received by the city council.

### **LCR9.4**

#### **Notice of questions**

- (a) Notice must be given by delivering the question in writing or by electronic mail to the Service Director, Legal Services no later than three clear working days before the date fixed for the meeting. Each question must be accompanied by the name and full address of the questioner. The printed agenda will specify if any such questions have been received.
- (b) The chair of the committee may, in his/her absolute discretion, agree to receive questions notwithstanding a failure to comply with the notice provisions set out in paragraph (a) above, but where the chair does not so agree she/he must either:
  - (i) direct that the questions be answered at the next ordinary meeting of the licensing committee; or
  - (ii) indicate the date by which a written response will be provided.

In the event of the chair indicating a written response both the question and its answer will be published prior to the date fixed for the next ordinary meeting of the committee.

### **LCR9.5**

#### **Number of questions**

There will be no limit to the number of questions asked.

### **LCR9.6**

#### **Scope of questions**

The chair, in consultation with the Service Director, Legal Services may reject a question if, in the opinion of the chair, it does not relate to a matter falling within the committee's terms of reference or it is defamatory, frivolous or offensive.

### **LCR9.7**

#### **Response**

- (1) Written replies to questions notified in accordance with LCR9.4 as above will be made available no later than one hour before the time fixed for the meeting to begin.

- (2) Where the chair agrees to respond to late questions he may do so either orally or in writing.

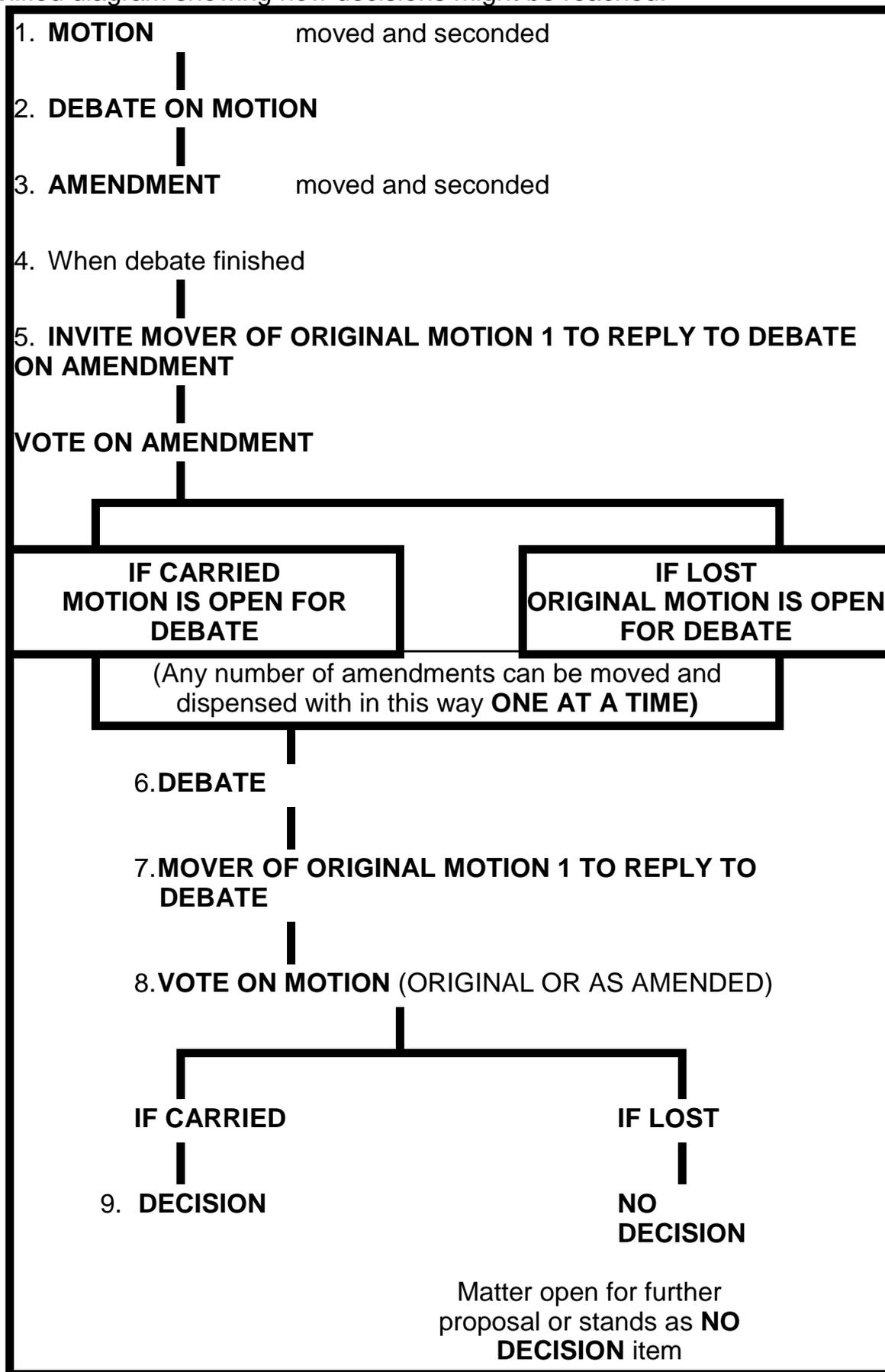
## **LCR10 MOTIONS WITHOUT NOTICE**

The following motions may be moved without notice:

- (a) to appoint a chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a sub-committee or member arising from an item on the summons to the meeting;
- (f) to receive or make reports or to adopt recommendations of sub-committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to suspend a particular licensing committee procedure rule (LCR);
- (m) to exclude the public and press.

**LCR 11  
RULES OF DEBATE**

Simplified diagram showing how decisions might be reached.



**LCR11.1****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.

**LCR11.2****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 before it is moved or immediately after it is moved (see also LCR11.6 (f) concerning amendments).

**LCR11.3****Secunder's speech**

When seconding a motion or amendments, a member may reserve their speech until later in the debate.

**LCR11.4****Content of speeches**

Speeches must be directed to the business under discussion or to a personal explanation or point of order.

**LCR11.5****When a councillor may speak again**

A member who has spoken on a motion may not speak again whilst it is the subject of debate except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since s/he last spoke;
- (c) if his / her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he or she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

**LCR11.6****Amendments to motions**

- (a) An amendment to a motion must be relevant to the motion and with either be:
  - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
  - (ii) to leave out words;
  - (iii) to leave out words and insert or add others; or
  - (iv) to insert or add words as long as the effect of (ii) – (iv) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the chair will read out the amended motion before accepting any further amendments or if there are none, push it to the vote.
- (f) A signed copy of the amendment must be given to the proper officer either before it is moved or immediately after it has been moved.

**LCR11.7****Alteration of a motion**

- (a) A member may also alter a motion of which they have given notice with the consent of the meeting. The consent of the meeting will be signified without discussion.
- (b) A member may alter a motion (which they have moved) without notice with the consent of both the meeting and the seconder. The consent of the meeting will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

### **LCR11.8**

#### **Withdrawal of a motion**

A member may withdraw his / her motion with the consent of both the meeting and the seconder. The consent of the meeting will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

### **LCR11.9**

#### **Right to reply**

- (1) The mover of a motion has a right of reply at the end of the debate on the motion immediately before it is put to the vote.
- (2) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but may not otherwise speak on it.
- (3) The mover of the amendment has no right of reply to the debate on their amendment.

### **LCR11.10**

#### **Motions which may be moved during debate**

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to amend a motion;
- (b) that the question being as put;
- (c) to adjourn a debate;
- (d) to adjourn a meeting;
- (e) to exclude the public and press; and
- (f) to not hear further a member named under LCR16.3 or to exclude them from the meeting under LCR16.4

### **LCR11.11**

#### **Closure motions**

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
  - (i) that the question be now put;
  - (ii) to adjourn a debate; or
  - (iii) to adjourn a meeting.
- (b) If a motion "*that the question be now put*" is seconded and the chair considers the item has been sufficiently discussed, the procedural motion will be put to the vote. If it is passed the chair will give the mover of the original motion a right of reply before putting their motion to the vote; or

- (c) If a motion “*to adjourn the debate*” or “*to adjourn the meeting*” is seconded and the chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, the procedural motion will be put to the vote without giving the mover of the original motion the right of reply.

### **LCR11.12**

#### **Point of order**

A member may raise a point of order at any time. The chair will hear the member immediately. A point of order may only relate to an alleged breach of the licensing committee procedure rules (LCR) or the law. The member must indicate the rule or law and the way in which they consider it has been breached. The ruling of the chair on the matter will be final.

### **LCR11.13**

#### **Personal explanation**

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the chair on the admissibility of a personal explanation will be final.

### **LCR12**

#### **RULING TO CHAIR TO BE FINAL**

The chair’s ruling on any matter of procedure arising out of these rules shall be final.

### **LCR13**

#### **VOTING**

### **LCR13.1**

#### **Majority**

Subject to the provisions of any enactment and / or as the case may be of any procedures specific to the conduct of and preparation for hearings, any question coming or arising before the licensing committee (or any of its sub-committees) shall be decided by the majority of the members present and voting thereon at a meeting.

### **LCR13.2**

#### **Chair’s casting vote**

Subject to those provisions in the case of an equality of votes the member presiding at the meeting shall have a second or casting vote.

### **LCR13.3**

If two or more members present at the meeting immediately demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

### **LCR13.4**

#### **Right to require individual vote to be recorded**

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

### **LCR13.5**

#### **Voting on appointments**

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## **LCR14**

### **MINUTES**

#### **LCR14.1**

For the avoidance of doubt the provisions of paragraphs 40, 41, 43 and 44 of the Twelfth Schedule to the Local Government Act 1972 (as amended) shall apply to the minutes of the licensing committee and its sub-committees.

#### **LCR14.2**

For the purpose of signing the minutes in accordance with the provisions referred to in LCR14.1 above, the next suitable meeting will be either:

- (i) in respect of minutes of the licensing committee: the next ordinary meeting of the licensing committee or its annual meeting; or
- (ii) in respect of the minutes of a sub-committee of the licensing committee: either the next ordinary meeting of that particularly constituted sub-committee or the next ordinary meeting of the licensing committee whichever of those two bodies shall meet soonest following the minutes being ready for approval, save that where approved minutes are required prior to either of those two bodies being scheduled to meet then the next suitable meeting will be a meeting of the licensing (special purposes) sub-committee.

### **LCR14.3**

#### **Form of minutes**

The minutes will contain all motions and amendments in the exact form and order the chair put them.

### **LCR15**

#### **EXCLUSION OF THE PUBLIC**

Subject to any provisions to the contrary in any relevant enactment (and in particular in the hearings regulations) members of the public and press may only be excluded from a meeting in accordance with the Access to Information Rules (APR) in Part 4 of the city council's constitution (which rules are for the avoidance of doubt hereby incorporated into these procedure rules in so far as they do not conflict with them) or LCR 17 (disturbance by public).

### **LCR16**

#### **MEMBERS' CONDUCT**

#### **LCR16.1**

##### **Speaking at committees**

When a member speaks at the committee they must address the meeting through the chair. If more than one member seeks to speak, the chair will ask one to speak. Other members must remain silent whilst the member is speaking unless they wish to make a point of order or a point of personal explanation.

#### **LCR16.2**

##### **Chair's ruling**

When the chair so requires during a debate, any member speaking at the time must stop. The meeting must be silent.

#### **LCR16.3**

##### **Councillor not to be heard further**

If a member persistently disregards the ruling of the chair by behaving improperly or offensively or deliberately obstructs business, the chair may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

#### **LCR16.4**

##### **Councillor to leave the meeting**

If the member continues to behave improperly after such a motion is carried, the chair may move that either the member leaves the meeting or that the meeting stands adjourned for a specified period. If seconded, the motion will be voted on without discussion.

**LCR16.5**  
**General disturbance**

If there is a general disturbance making orderly business impossible, the chair may adjourn the meeting for as long as they consider necessary.

**LCR17**  
**DISTURBANCE BY PUBLIC**

**LCR17.1**  
**Removal of member of the public**

If a member of the public interrupts proceedings the chair will warn the person concerned. If they continue to interrupt, the chair will order their removal from the meeting room.

**LCR17.2**  
**Clearance of part of meeting room**

If there is a general disturbance in any part of the meeting room open to the public, the chair may call for that part to be cleared.

**LCR18**  
**SUSPENSION AND AMENDMENT OF LICENSING COMMITTEE**  
**PROCEDURE RULES**

**LCR18.1**  
**Suspension**

All of these licensing committee procedure rules (LCR) except LCR13.4, 14.2 and 20.1, may be suspended by motion on notice or without notice if at least one half of the whole number of members are present. Suspension can only be for the duration of the meeting.

**LCR19**  
**FINANCE AND CONTRACTS**

For the avoidance of doubt it is hereby confirmed that:

**LCR19.1**  
**Financial management**

The management of the licensing committee's financial affairs will be conducted in accordance with the financial procedure rules (FPR) set out in part 4 of the city council's constitution.

## **LCR19.2**

### **Contracts**

Every contract made by or on behalf of the licensing authority acting through its statutory licensing committee and those subcommittees and officers delegated thereunder shall comply with the contracts procedure rules (CON) set out in part 4 of the city council's constitution.

## **LCR20**

### **RULES SPECIFIC TO THE CONDUCT OF HEARINGS HELD BY THE LICENSING AUTHORITY UNDER THE LICENSING ACT 2003**

#### **LCR20.1**

The provisions of the Licensing Act 2003 (Hearings) Regulations 2005 (as amended) will be observed in connection with the conduct of hearings and where the regulations apply all licensing procedure rules will be construed and applied in a manner which does not offend those provisions.

*NB This rule may not be suspended in any circumstances.*

#### **LCR20.2**

##### **Questions, statements and petitions**

The rules concerning questions, statements and petitions do not apply to any business of the licensing authority in respect of which it is required to conduct a hearing at any time prior to the decision being notified following conclusion of the hearing concerned.

#### **LCR20.3**

##### **Hearings – preliminary steps**

- (a) Whenever it appears to the licensing manager (or any authorised member of his / her team) that the authority's obligation to hold a hearing has arisen then, as soon as is reasonably practicable, s/he will take steps to refer the application and any representations to a duly authorised sub-committee or, exceptionally, following consultation with the chair, to the licensing committee itself.
- (b) The licensing manager will take instructions from that subcommittee with regard to the following preliminary matters (where relevant):
  - whether any member considers themselves unable to hear the matter by virtue of prejudicial interest / appearance of bias;
  - the procedure to be followed at the particular hearing;
  - any particular points on which the sub-committee considers that it will want clarification at the hearing from a party;

- whether there are any representations from interested parties which will be determined not to be relevant representations by virtue of their being, in the opinion of the sub-committee, frivolous or vexatious;
  - time estimate for the hearing;
  - a time and date when all members can convene to conduct the hearing;
  - a provisional indication regarding which of their number will chair the meeting.
- (c) Where any member indicates that they consider themselves to be disqualified from hearing the matter then the Licensing Manager shall take steps to refer the matter to a differently constituted committee which shall not include the member who is so disqualified but may include the remaining members of the originally selected sub-committee.

#### **LCR20.4**

##### **Procedure following conclusion of the hearing**

- (a) At the conclusion of the hearing the members of the subcommittee will withdraw to consider the determination of the relevant application / revocation / review / decision to give counter-notice as appropriate.
- (b) The parties shall not be entitled to accompany the members who will generally deliberate in private. Deliberation can take place at a time to be decided by the sub-committee provided it will be completed so as to ensure the city council can meet any statutory deadline for determination and notification.
- (c) The members may be accompanied by appropriate officers for the purpose of receipt of advice and / or guidance and / or administrative support; in particular the sub-committees administrator and its legal and policy advisers.
- (d) The strict rules of debate (such as those concerning the proposing and seconding of motions and imposing limits on the ability of councillors to participate in debate) shall not automatically apply to the deliberations referred to in this rule. The chair will lead a discussion of his / her colleagues with a view to ascertaining if the meeting can reach consensus on the merits of the application or other matter before it and any matters flowing from that (such as the imposition of conditions where appropriate). If it appears that a consensus view will not be reached within a reasonable time the chair will direct the manner in which deliberations will continue. Once a consensus appears to have been reached (or a proposal is before the meeting in accordance with any directions made by the chair) the matter will be put to the meeting and a determination made by a majority of the members present and voting thereon. The

sub-committee shall direct its officers as to the completion of a decision record, which should include the determination, together with a summary of relevant findings and reasons supporting the decision made. The determination will be notified in accordance with the statutory rules and the decision record published following its being certified by signature of the chair as being correct.