

APPENDIX 3 - EXTRACT OF THE COUNCIL PROCEDURE MEETING RULES

Section 1 – The Council

15. VOTING

- 15.1 All Business Items and amendments shall be determined by a show of hands except where otherwise provided by law or in these standing orders. However, the Mayor may use his/her discretion if the feeling of the meeting is clear, subject to any Member of the Council being able to request a formal vote.
- 15.2 Members must be seated in the Chamber when voting and while the vote is being recorded.
- 15.3 For the Council budget meeting the minutes shall reflect on how each Member present voted, on any decision relating to the budget or Council tax.**