

Part 4

4.1 - Procedure Standing Orders

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Standing Orders Applying to Committees and Sub-Committees

These Procedure Standing Orders apply to meetings of committees and sub-committees of the Combined Authority except that:

- Standing Orders 3, 4, 5.1 and 5.2, 6, 8.2, 14.2, 18 and 24.1 shall not apply to any committee or sub-committee of the Combined Authority, and
- Standing Orders, 14.3 and 19 shall not apply to any overview and scrutiny committee or overview and scrutiny sub-committee. (See below)

In relation to a meeting of any committee and sub-committee, except where the context requires otherwise:

- references to the Combined Authority are to the committee or sub-committee,
- references to the Chair are to the Chair of the committee or sub-committee, and
- references to the Deputy Chair are to the Deputy Chair of the committee or sub-committee.

1. Definitions

- 1.2 “Committee” or “sub-committee” means any committee or sub-committee appointed by the Combined Authority including any overview and scrutiny committee or sub-committee, and the committee appointed to discharge audit committee functions, except where the context otherwise requires.
- 1.3 “The offices of the Combined Authority” means The Guildhall, Alfred Gelder Street, Kingston-Upon-Hull, HU1 2AA.

2. Interpretation

- 2.1 The Chair of a meeting will make any final decision in consultation with the Monitoring Officer or their nominee about:
- how Procedure Standing Orders should be interpreted, or
 - any question of procedure not provided for by the Procedure Standing Orders.

3. Suspending and Amending Standing Orders

- 3.1 The Combined Authority may by resolution suspend Standing Order 18 (order of debate) for the duration of a meeting if at least 3 Constituent Council Combined Authority Members are present.

3.2 Any motion to:

- add to, vary or revoke any Standing Orders, or
- grant, vary or revoke the voting rights of the Non-Constituent Body Members

will, when proposed and seconded, stand adjourned without discussion to the next meeting of the Combined Authority¹.

4. Annual Meeting

4.1 The Combined Authority will hold an Annual Meeting every year, between 1 March and 30 June. It shall be held at a time fixed by the Combined Authority, or if the Combined Authority does not fix a time, at twelve noon.

4.2 The Annual Meeting will:

- note the **Mayor and other Combined Authority Members**, and **appoint** the Co-Optees and Substitute Members,
- receive any **declarations of interest** from members,
- approve the **minutes** of the last meeting,
- receive any **announcements and/or update** from the Chair and/or Head of Paid Service,
- receive details of the **Mayor's appointment of the Deputy Mayor and arrangements** in respect of **Mayoral Functions**,
- approve **committee arrangements and appointments to committees**,
- agree and note Combined Authority **Officer arrangements**,
- approve any **constitutional documents** not considered under any other item,
- appoint to **outside bodies**,
- approve the Combined Authority's Members' **Allowances Scheme**,
- decide the dates and time of the ordinary **meetings** and committee meetings of the Combined Authority for the municipal year, and
- consider **any other business** set out in the notice convening the meeting.

5. Ordinary Meetings

5.1 The Combined Authority may decide to hold any number of ordinary meetings in a municipal year, in addition to the Annual Meeting. Each ordinary meeting shall be held at such date and time as the Combined Authority decides.

5.2 At an ordinary meeting, the Combined Authority will:

- approve the **minutes** of the last meeting,
- receive any **declarations of interest** from members,
- receive any **announcements** from the Chair or the Head of Paid Service,
- deal with any business from the last ordinary meeting of the Combined Authority,
- consider reports and recommendations from any **overview and scrutiny committee** of the Combined Authority,
- receive **reports from any other committee** of the Combined Authority and receive questions and answers on any of those reports,
- receive reports and receive questions and answers on any **Statutory Consent** required in relation to the exercise of a Concurrent Function,
- consider any petition referred to it in accordance with the Combined Authority's Petition Scheme⁷,
- consider **motions**, and
- consider **any other business** specified in the summons to the meeting, and for debate.

5.3 A committee may hold any number of ordinary meetings in a municipal year.

6. Extraordinary Meetings

6.1 The following may call an extraordinary meeting of the Combined Authority:

- the Mayor in their capacity as Chair of the Combined Authority, at any time;
- any three Combined Authority Members who have signed a requisition which has been presented to the Mayor in their capacity as Chair of the Combined Authority:
 - if the Mayor refuses to call a meeting, or
 - after seven days if the Mayor has failed to call a meeting within seven days after being presented with the requisition.

7. Place of Meetings

7.1 The Combined Authority shall hold its meetings at any place within or outside of the Combined Authority's Area, as the Combined Authority directs.

8. Notice of Meetings

- 8.1 The Monitoring Officer shall give public notice of the time and place of a meeting by posting it at the Offices of the Combined Authority:
- at least five clear days before the meeting or,
 - if the meeting is convened at shorter notice, at the time it is convened.
- 8.2 Where the meeting is called by three Combined Authority Members under Standing Order 6.1, the notice must:
- be signed by those members, and
 - specify the business to be carried out at the meeting.

9. Summons to Attend a Meeting

- 9.1 At least five clear days before a meeting of the Combined Authority, the Head of Paid Service will sign a summons to attend the meeting, which sets out the business to be carried out at the meeting.
- 9.2 The Monitoring Officer will send the summons by post to every Combined Authority Member or leave it at their usual place of residence.

10. Public Access to Agenda and Reports

- 10.1 Subject to 10.3 below, at least five clear days before a meeting of the Combined Authority, the Monitoring Officer will make available for inspection by the public at the offices of the Combined Authority:
- a copy of the agenda, and
 - (subject to 10.4 below) reports for the meeting.
- 10.2 Where an item is added to an agenda, copies of which are open to inspection by the public, copies of the item (or of the revised agenda) and copies of any report for the meeting relating to the item (subject to 10.4 below), shall be open to inspection from the time the item is added to the agenda.
- 10.3 Nothing in 10.1 or 10.2 above requires copies of any agenda, item or report to be open to inspection by the public until copies are available to members of the Combined Authority.
- 10.4 If a report relates only to an item during which, in the Monitoring Officer's opinion, the meeting is likely not to be open to the public¹⁶, the Monitoring Officer may decide not to make the report (or part of it) open for inspection.
- 10.5 Where a report or any part of a report is not open to public inspection the Monitoring Officer will:
- mark every copy of the report (or the part) "Not for publication"; and
 - state on every copy of the report (or the part) the description of the exempt information by virtue of which the Combined Authority is likely to exclude the public.

11. Public Access to Meetings

- 11.1 Any meeting of the Combined Authority shall be open to the public except to the extent that the public are excluded (during the whole or part of the proceedings):
- to prevent the likely disclosure of confidential information, or
 - by resolution, to prevent the likely disclosure of exempt information, or
 - under Standing Order 24 relating to general disturbances.
- 11.2 A motion to exclude the press and public may be moved without notice at any meeting in relation to an item of business whenever it is likely that if members of the press or public were present for that item there would be disclosure of exempt information.

12. Public Questions

- 12.1 At Ordinary meetings of the Combined Authority, questions may be asked by members of the public of the Mayor, Combined Authority Members and/ or Committee Chairs.
- 12.2 The total time set aside for such questions and answers will be limited to 30 minutes with no extension of time, and questions not dealt with in this time will be dealt with by written responses.
- 12.3 No person may submit more than one question at any one meeting and no more than two questions may be asked on behalf of any one organisation.
- 12.4 Questions must be submitted in writing at least seven clear working days before the meeting and include the name and address of the questioner and the name of the Member to whom the questioner would like the question put. Questions so received will be referred to the Monitoring Officer for consideration and inclusion at a meeting.
- 12.5 The Monitoring Officer may reject a question if it:
- is not about a matter for which the Combined Authority has a responsibility, or which specifically affects the Combined Authority.
 - is defamatory, vexatious, frivolous, or offensive.
 - is substantially the same as a question which has been put at a meeting of the Combined Authority in the past six months.
 - requires the disclosure of confidential or exempt information.
 - refers to legal proceedings taken or anticipated by or against the Combined Authority.
 - relates to a day-to-day Combined Authority function or the provision of a Combined Authority service and has not been asked first of the relevant service area
 - is not related to policy or budget issues

- is a statement rather than a question.
 - names or identifies individual service users, members of staff or members/staff of partner agencies.
 - makes or relates to allegations against, or comprise comments about, the conduct of individual Members or officers.
 - relates to an individual or the questioner's own particular circumstances.
 - would more appropriately be responded to under the Freedom of Information Act 2000 or the Data Protection Act 1998.
 - is from, or on behalf of, a political party, or bears the name, insignia, or other device of a political party.
- 12.6 All approved questions will be listed in the summons for the meeting of the Combined Authority in the order that they were received (except the Mayor may decide to group similar questions together).
- 12.7 Those persons who submitted questions and who are present at that meeting of the Combined Authority will be invited to read aloud the questions put. Questioners may by written notice nominate a substitute to ask a question in their place. One supplementary question is allowed.
- 12.8 If a member of the public or their nominated substitute who has submitted notice of a question is unable to be present at the meeting, the question falls. However, the Combined Authority will nevertheless provide a written response to the questions put

13. Substitute Members

- 13.1 A Substitute Member may only act for the Combined Authority Member for whom they are the designated substitute.
- 12.3 With the exception of the Substitute Member for the Deputy Mayor where the Deputy Mayor is acting in the place of the Mayor, a Substitute Member may only act in the absence of the Combined Authority Member.
- 13.3 A Substitute Member may not exercise any special powers or duties exercisable by the member for whom they are substituting.

14. Chair

- 14.1 The Mayor in their capacity as Chair shall preside at each meeting of the Combined Authority.
- 14.2 If the Mayor is absent from a meeting of the Combined Authority, the Deputy Mayor, if present, and acting in their role as Deputy Chair, shall preside.
- 14.3 Where the Deputy Mayor is acting in place of the Mayor they cannot also act in their capacity as a Combined Authority Member who is not the Mayor. The Substitute Member for the Deputy Mayor may act in the place of the Deputy Mayor.

- 14.4 In relation to any committee or sub-committee of the Combined Authority only, in the absence of the Chair or Deputy Chair, the meeting may elect a Chair to preside at that meeting from amongst the voting members of the Committee.

15. Quorum

- 15.1 During any meeting if the Chair counts the number of members present and declares there is not a quorum present, the meeting will adjourn immediately to a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting. No business shall be transacted at a meeting of the Combined Authority unless the Mayor or the Deputy Mayor acting in place of the Mayor and at least three Constituent Council Combined Authority Members are present.

16. Items of Business

- 16.1 No item of business may be considered at any meeting except:
- the business set out in the summons,
 - business required by law to be transacted at the annual meeting, or
 - business brought before the meeting as a matter of urgency in accordance with 16.2 below.
- 16.2 Nor may an item be considered at any meeting unless:
- a copy of the agenda including the item (or a copy of the item) has been open to public inspection for at least five clear days before the meeting, or
 - by reason of **special circumstances** which shall be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

17. Order of Business

- 17.1 If the Chair and Deputy Chair are absent from any committee meeting of the Combined Authority, the meeting shall select a person to preside.
- 17.2 All other items of business will be dealt with in the order specified in the notice of the meeting, except that such order may be varied:
- at the discretion of the Chair, or
 - on a request agreed to by the meeting.

18. Order of Debate

- 18.1 The Chair will introduce each item and may invite an officer to explain the item.

18.2 Each member shall then be given an opportunity to speak on the item and any recommendations contained in the report. This will be in the order decided by the Chair. Unless the Chair decides otherwise, each member shall speak only once on each item.

18.3 Any member while exercising the right to speak on the item may:

- move an **amendment** to the recommendations, or
- move that an item be **withdrawn**.

Any such motion if seconded shall be voted upon.

18.4 Subject to the outcome of any such motion, once each member who wishes to speak has done so, the Chair shall move the item, which if seconded, shall be voted upon.

19. Motions on Notice

19.1 Except for Procedural Motions which can be moved without notice, written notice of every motion, signed by at least one Combined Authority Member, must be delivered to the Monitoring Officer, not later than midday, at least seven clear working days before the date of the meeting.

19.2 Motions for which notice has been given will be listed on the agenda in the order in which they were received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

19.3 No more than one motion may be proposed by any individual Member for each meeting.

19.4 Each motion must:

- clearly and succinctly identify the matter to be debated.
- be capable of being passed as a formal resolution; and
- be about matters for which the Combined Authority has a responsibility, or which specifically affect the Combined Authority area.

19.5 The Monitoring Officer may reject a motion which, in their opinion:

- is irrelevant, defamatory, frivolous, offensive, vexatious, unlawful, or otherwise improper.
- refers to legal proceedings taken or anticipated by or against the Combined Authority.
- requires the disclosure of confidential or exempt information.
- names or identifies specific service users, members of staff or members of staff of third-party organisations without the mover demonstrating they have provided consent.

- relates to the Member's own personal circumstances.
 - expresses support or objection to proposals where the Combined Authority is in the process of consulting with the public or responding to a formal consultation process.
- 19.6 A proposer may alter a motion on which they have given notice when they come to move it, in which case the amendment becomes part of the substantive motion without debate. Only alterations that could be made as an amendment may be made.
- 19.7 Where a motion on notice is before the Combined Authority having been formally moved and seconded, the mover may subsequently withdraw it only with the consent of the seconder and the meeting. The meeting's consent will be signified without discussion. No member may speak on the Motion after the proposer has asked permission to withdraw it unless permission is refused.
- 19.8 If a motion set out in the summons is not moved by the Member who gave notice of it, it shall, unless postponed by consent of the Combined Authority, be treated as withdrawn and shall not be moved without fresh notice.
- 19.9 No motion or amendment may be proposed to rescind any resolution of the Combined Authority passed within the preceding six months, or which is to the same effect as one which has been rejected within that period, unless:
- It is proposed by a committee of the Combined Authority,
 - It is required to comply with a statutory duty; or
 - Notice of such motion has been given and signed by at least one third of the total number of committee members who include members from more than one political group.

20. Amendments

- 20.1 An amendment to a motion must:
- Be relevant to the motion.
 - Add and/or delete a word or words.
 - Not introduce a new topic.
 - Not negate the motion.
 - Be worded so that, if it is agreed by the Combined Authority, it can be passed as a valid resolution.
- 20.2 The Mayor, following consultation with the Monitoring Officer, may reject an amendment on the grounds set out in Rule 18.5 or 19.1. An amendment will not be accepted if it is substantially the same as a motion or amendment which has already been submitted to the same meeting of the Combined Authority.

- 20.3 Number of Amendments. Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of.
- 20.4 Status of Amendments. If an amendment is lost, another amendment may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- 20.5 After all amendments have been considered and determined there shall be an opportunity for further debate on the original motion, as amended or otherwise as the case may be, prior to the taking of a vote.

21. Motions and Amendments that may be moved without Notice

- 21.1 The following motions and amendments may be moved without notice for consideration when a Chair is in place for the meeting:
- Relating to the accuracy of the minutes of the Combined Authority, a committee or sub-committee.
 - For a change in the order of business.
 - Extending the time limit for speeches.
 - That the meeting proceeds to the next business.
 - That the question be now put.
 - That the debate be now adjourned.
 - That the meeting does now adjourn.
 - To suspend Procedure Rules.
 - Giving consent where consent of the Combined Authority is required by the Procedure Rules.
 - Reference of a matter to a committee or sub-committee.
 - Appointment of or appointment to committees or sub-committees occasioned by an item mentioned in the summons to the meeting.
 - That a Member should not be heard further or should leave the meeting.
 - Adoption of recommendations of committees and subcommittees and any consequent resolutions.
 - That leave is given to withdraw a motion.
 - That leave is given to alter a motion by the mover of that motion.

- Receipt of reports of officers and any consequent resolutions.
 - Amendment to reports of which notification has been included within the summons of the meeting but where the reports were circulated at a later date than the summons.
 - Authorising the sealing of documents.
 - To exclude the press and public.
- 21.2 Motions designed to close a debate, eg (e)-(h) above, may be moved provided no-one else is speaking at the time. Closure motions cannot be moved by anyone who has moved, seconded, or already spoken in the debate. No person may intervene in discussion on a motion by moving more than one closure motion.
- 21.3 When one of the following motions has been seconded, the Mayor shall proceed as follows:
- On a motion to proceed to next business - unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion the right of reply and then put to the vote the motion to proceed to next business.
 - On a motion that the question, be now put - unless in their opinion the matter before the meeting has been insufficiently discussed, they shall put to the vote the motion that the question be now put and, if it is passed, give the mover of the original motion the right of reply before putting the motion to the vote.
 - On a motion to adjourn the debate or the meeting - if in their opinion the matter before the meeting has been insufficiently discussed on that occasion, they shall put the adjournment motion to the vote without giving the mover of the original motion the right of reply on that occasion.
 - On a motion to exclude the public - they shall ascertain the grounds for the motion and seek the advice of the Monitoring Officer. If members of the public may be lawfully excluded, the Mayor will allow the mover of the original motion a right of reply on the proposal to exclude the public and then put the motion to the vote. If it is passed, the Mayor may, at their discretion, either immediately require the public to leave the room or adjourn the debate until some convenient time later in the meeting when the public shall have been excluded.
 - On a motion that a named Member, be not further heard or leave the meeting - they shall put the motion to the vote without discussion. If it is passed, the named Member shall not be permitted to speak again during the meeting on any motion or amendment relating to the same matter or shall be required to leave the room.

22. Voting

- 22.1 Except as provided below, each Combined Authority Member (or Substitute Member acting in their place) has one vote.

The following are non-voting Combined Authority Members:

- the Non-Constituent Body Combined Authority Members

unless the voting Combined Authority Members unanimously resolve that this provision is not to apply to a specific issue.

22.2 No Combined Authority Member is to have a casting vote.

22.3 If a vote is tied on any matter, it shall be deemed not to have been carried.

22.4 Subject to 21.5, 21.6 and 21.7 below, any question will be decided by a majority of the Combined Authority Members present and voting on that question at a meeting.

22.5 Any question relating to functions of the Combined Authority conferred by the Order and not solely exercisable by the Mayor pursuant to Article 27 of the Order cannot be carried without the Mayor's vote in favour of the question.

22.6 Any decision to

- approve the Combined Authority's budget, or
- issue the levy pursuant to Article 29(5) of the 2024 Order

require those voting in favour to include at least both the Lead Members of each Constituent Council (or their Substitute Member) to vote in favour.

22.7. Any decision relating to the Mayor's draft budget must be agreed in accordance with the Budget and Policy Procedure Rules in Part 4 of the Constitution.

23. Committees

23.1 Except as provided below, each Combined Authority Member (or Substitute Member acting in their place) on a committee has one vote.

23.2 The following are non-voting members of any committee to which they are appointed:

- the Non-Constituent Body Combined Authority Members

unless the voting Combined Authority Members unanimously resolve that this provision is not to apply.

23.3 Associate members are non-voting members of any committee to which they are appointed.

23.4 Any Co-optee on a committee will be non-voting unless granted voting rights by resolution of the Combined Authority.

23.5 Except as otherwise provided for by law, any question will be decided by a majority of members of a committee present and voting on that question at a meeting.

23.6 No member is to have a casting vote.

24. Method of Voting

- 24.1 Unless a ballot or recorded vote is demanded under Standing Order 23.3 or 23.4, the Chair will take the vote by **show of hands**, or if there is no dissent, by the affirmation of the meeting.
- 24.2 Where a vote is taken by show of hands any member may request, immediately after the vote is taken, that their vote is recorded in the minutes to show whether they voted for or against the recommendation or abstained from voting.
- 24.3 Where the majority of members present at the meeting demand it, the vote will take place by ballot. The Chair will announce the numerical result of the ballot immediately once the result is known.
- 24.4 If any member present at the meeting demands 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. A demand for a recorded vote will override a demand for a ballot.

25. Voting on Appointments

- 25.1 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.

26. Point of Order

- 26.1 A member may raise a point of order any time, by specifying how a specific Standing Order or law has been breached.
- 26.2 The Chair will hear the point immediately. The Chair's decision on the point will be final.

27. Record of Attendance

- 27.1 The Monitoring Officer will ensure that the name of any member present during the whole or part of a meeting is recorded.

28. Attendance at Meetings

- 28.1 The Chair of any committee or sub-committee of the Combined Authority may be invited to attend and speak at any meeting of the Combined Authority to:
- present any reports or recommendations of the committee or sub-committee, or
 - answer questions about any matter in the minutes of that committee or sub-committee, or
 - contribute to discussion about any matter which is relevant to the functions discharged by the committee of which they are Chair.

28.2 The Chair may invite any person to attend and speak at any meeting.

29. Reporting Proceedings

29.1 Without prejudice to the Chair's powers in Standing Order 26, and subject to 25.2 and 25.3, while any meeting of the Combined Authority is open to the public, any person attending may report on the meeting, and publish or disseminate the recording at the time of the meeting or after the meeting.

29.2 The Chair may decide not to permit oral reporting or oral commentary of the meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

29.3 Where the public is excluded from a meeting to prevent the likely disclosure of confidential or exempt information, the Chair may also prevent any person from reporting on that meeting using methods:

- which can be used without that person's presence, and
- which enable persons not at the meeting to see or hear the proceedings at the meeting as it takes place or later.

29.4 Any meeting of the Combined Authority may be recorded and made available for public viewing on the internet. The Chair may restrict the recording of any meeting where an external participant in the meeting objects to being recorded and the Chair considers that the public interest in upholding their objection outweighs the public interest in allowing the recording to continue. The Chair will ask those reporting to respect the wishes of the external participant.

30. General Disturbance

30.1 If a general disturbance makes orderly business impossible, the Chair may:

- adjourn the meeting for as long as the Chair thinks necessary, or
- call for any part of the meeting room open to the public to be cleared, if the disturbance is in that part.

30.2 If a member of the public interrupts proceedings, the Chair shall warn the person concerned. If they continue to interrupt, the Chair may order them to be removed from the meeting room.

31. Members

31.1 If the Chair considers at any meeting that a Member is behaving improperly or offensively, or is deliberately obstructing business, the Chair may move that the member should not be heard further. If seconded, the motion will be voted on without discussion. If the member continues to behave in the same way, the Chair may:

- adjourn the meeting for a specified period, or

- move that the Member leaves the meeting (such a motion will be voted on without seconding or discussion).

32. Minutes

- 32.1 Minutes of a meeting shall be recorded on loose leaves consecutively numbered.
- 32.2 The minutes of a meeting must be signed at the same or next suitable meeting³⁸ by the person presiding at that meeting, and the person signing the minutes shall also initial each leaf of the minutes.
- 32.3 No discussion shall take place upon the minutes except about their accuracy.

33. Members' Conduct

- 33.1 A Combined Authority Member or voting Co-optee shall comply with the Members' Code of Conduct in Part 5 of the Constitution, including those provisions relating to registering and disclosing disclosable pecuniary and other interests.
- 33.2 Where a such Member has a disclosable pecuniary interest in a matter to be considered at a meeting, the Member may attend the meeting to:
- make representations,
 - answer questions, or
 - give evidence relating to the matter.

provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

- 33.3 As soon as the Member has finished, they must leave the room. The Member may not remain in the room during the discussion or vote on the matter.