

PROTOCOL FOR CONDUCTING SIMULTANEOUS MEETINGS

1.0 INTRODUCTION

- 1,1 Simultaneous meetings occur when two separate meetings, properly constituted under s101 Local Government Act 1972, meet simultaneously.

2.0 GENERAL PRINCIPLES

- 2.1 It is important to remember that the simultaneous meetings remain two separate meetings, that are held at the same time and in the same location, for the purpose of one meeting being able to hear and take into account in their decision making, the debate of the other meeting.
- 2.2 It is essential that each separate meeting is quorate and remains quorate for the duration.
- 2.3 Each meeting will continue to have their own Chair and Vice Chair.
- 2.4 Should a councillor be appointed to both meetings, they cannot be present at both, and so are advised to be present at one meeting and arrange a substitute for the other (should the constitution allow). Rules relating to substitute members for that meeting continue to apply.
- 2.5 It is important to remember that hearing the debate of the meeting to which a councillor is not a member, is useful by way of consultation between the members of each meeting, but should not determine the decision of either meeting.
- 2.6 It is not necessary to for each meeting to come to the same, or even similar resolutions.
- 2.7 Each meeting will have it's own agenda, published in accordance with the provisions of the Local Government Act 1972; it is likely that the agendas of each meeting will include the same agenda items in the same order.
- 2.8 Each meeting will have it's own minutes arising from their meeting, which will reference the meeting having had the benefit of taking into account the debate from the other meeting held simultaneously.
- 2.9 Should either meeting resolve to exclude the public, they would need to specifically consider and determine whether to terminate the simultaneous meeting, or whether to exclude the public, with the exception of members of the other meeting being held simultaneously. Reasons for any such decision should be given and will be recorded in the minutes.

- 2.10 Members of each of the meetings will continue to need to be physically present to be in attendance at the meeting in accordance with the provisions of the Local Government Act 1972.
- 2.11 Whilst the two meetings shall meet in the same room at the same location the room should be arranged so that members of each meeting are separated, name places should be used, clearly identifying the name of the councillor and the meeting they are part of to ensure the public are clear as to the membership of each meeting.
- 2.12 All procedure rules relating to each separate meeting continue to apply to that meeting when meeting with another meeting simultaneously, including whether the Chair has a casting vote in the event of equality of votes.

3.0 PROCEDURE

- 3.1 The Chair of one of the meetings, known as meeting X, will ask the members to introduce themselves, whilst members of the other meeting remains silent. The Chair of the other meeting, known as meeting Y, will ask members of that meeting to introduce themselves, whilst members of meeting X remain silent.
- 3.2 The Chair of meeting X will take the first item of business on the agenda in the usual way and ensure it is moved and seconded, whilst members of meeting Y remain silent. The Chair of meeting Y will take the first item of business on the agenda in the usual way and ensure it is moved and seconded whilst members of meeting X remain silent.
- 3.3 The Chair of meeting X will invite speeches by way of debate from members of meeting X and the Chair of meeting Y will invite speeches from members of meeting Y by way of debate. Usual rules of debate for each individual meeting will apply. With the agreement of both Chairs, it is permissible for the debate to switch between members of meeting X and members Y rather than all members of meeting X to conclude their debate before members of meeting Y start their debate. All members of either meeting will remain silent whilst a member of either meeting is speaking.
- 3.4 The Chair of meeting X will put the matter to the vote and take a vote of the members of meeting X by way of a show of hands, whilst the members of meeting Y remain silent.
- 3.5 The Chair of meeting Y will put the matter to the vote and take a vote of the members of meeting Y by way of a show of hands, whilst the members of meeting X remain silent.
- 3.6 The clerk to the meeting will record separately the resolution made by meeting X and the resolution of meeting Y.

- 3.7 The Chair of meeting X will call for the second item of business on the agenda in the usual way and ensure it is moved and seconded, whilst members of meeting Y remain silent. The Chair of meeting Y will take the second item of business on the agenda in the usual way and ensure it is moved and seconded whilst members of meeting X remain silent. This pattern continues until all such business on the agenda is disposed of.

DRAFT

Susan Sale
Monitoring Officer – Guildford Borough Council
Monitoring Officer – Waverley Borough Council
21st May 2024