

Title: Committees - Election And Composition
Policy No: 57
Responsibility: Chief Executive Officer

Version	Decision Number	Decision Date	History
1	17\1228	25/02/97	Adopted
2	17\3086	30/06/98	Amended – Town Planning Composition
3	19\584	12/10/04	Amended – Version 3
4	19\4604	12/06/07	Reviewed and Amended

ELECTION

At the June Ordinary Meeting of the Council in each year an election of membership of Council's Committees will be held with the Committees so elected having effect from 1 July of that year for a period of twelve months.

Composition

- i). That at least one week prior to the Council meeting at which the membership of Committees is considered each year a report be circulated detailing:
 - existing membership;
 - terms of reference for each Standing Committee
- ii). That nominations for Council Committees (ie Standing Management and Advisory Committees) be submitted prior to the meeting at which appointments are made and that a schedule of those nominations be tabled at the meeting.
- iii). That the appointment of Committees and other representation following Council elections every 4 years be undertaken no less than 4 weeks after the Declaration of the Poll and that until that time all Standing Committees be suspended with the Council dealing with all business until the structure and composition is determined by the Council.

Town Planning Committee

- The composition of the Town Planning Committee will be all Members of the Council.
- The Chairman will be a member of the committee elected by the Committee.

Community Services, Corporate & Economic Development and Environment & Infrastructure Committees

- The sole criteria for appointment of Aldermen to be members of these Committees will be the interest and expertise of such Aldermen.
- Composition of each Committee is to be four Aldermen plus the Lord Mayor being ex-officio with no Aldermen being allowed to serve on more than one of these three Committees.
- The Chairman of each Committee is to be one of the members of the Committee excluding the Lord Mayor and the Deputy Lord Mayor.

Management and Advisory Committees

- The composition and Chairmanship of such Committees will be as determined to be appropriate by Council for each Committee from time to time.

PROCEDURE

The election process for membership of Councils Standing Committees will be as follows:-

A list of nominations will be called from Aldermen for the positions of members of the various Committees.

Aldermen will be given the opportunity to change their nominations as members of one Committee in preference for another Committee.

Any election necessary will be by show of hands or secret ballot if so decided unanimously by Council, and, unless directed otherwise by the Council, the Chief Executive Officer will not disclose the voting details, in the case of a secret ballot.

If necessary, an election for membership for positions on the Committees will be held.

Elections will be held in the following order: Community Services Committee, Corporate & Economic Development Committee, Environment & Infrastructure Committee and other Committees in the order determined by the Council.

In the event of there not being enough nominations to fill the positions on any Committee, those Aldermen nominated will be elected to that particular Committee with the remaining members being determined after the composition of the remaining Committees has been determined.

The Lord Mayor and Aldermen, in voting for membership of a Committee will write down the names of candidates equivalent to the number of positions to be filled.

In the event of there being six or less nominations for membership of a particular Committee, votes will be cast and the four Aldermen polling the greatest number of votes will be declared elected.

In the event of there being more than six nominations for membership of a particular Committee, a primary ballot will be conducted. The six Aldermen with the highest number of votes will then be the subject of a second ballot. The four Aldermen with the highest number of votes will then be declared elected.

In the event of a tied vote, the Lord Mayor, as Chairman, will draw the names of the nominees so tied from a container until the number of names so drawn is sufficient to resolve the tied situation with the names so drawn being the successful nominees.

In the event of there being vacancies on any Committee following this process, such vacancies will be filled by resolution of the Council, taking account of the guidelines for composition of Committees.