

## **Withdrawal from Meetings Procedure Rules**

1. A Member with a Disclosable Pecuniary Interest or Other Significant Interest in a matter to be considered, or being considered at a meeting must:-
  - (a) disclose the interest; and
  - (b) explain the nature of that interest at the commencement of that consideration or when the interest becomes apparent (subject to Procedure Rule 5 below); and unless they have been granted a dispensation;
  - (c) not participate in any discussion of, or vote taken on, the matter at the meeting; and
  - (d) withdraw from the meeting room whenever it becomes apparent that the business is being considered; and
  - (e) not seek improperly to influence a decision about that business.
2. A Member with an Other Significant interest, may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member will withdraw from the meeting room immediately after making representations, answering questions or giving evidence.
3. Where a Member with a Disclosable Pecuniary Interest or Other Significant Interest in a matter under discussion (unless a dispensation has been granted in accordance with Procedure Rule 1. above), chooses to participate in the discussion and vote, the Chairman will refuse to count the 'vote' of the Member concerned, for the 'vote' will have been cast illegally and cannot be considered to be a vote at all. In the case of a meeting of the Council, the Chairman may apply the rules in Council Procedure Rule 22.3 relating to 'disorderly conduct'.
4. The Chairman may request that a Member declare a Disclosable Pecuniary Interest or an Other Significant Interest and, if appropriate, leave the meeting room, should they have reason to believe that the provisions of the Code of Conduct and/or these Procedure Rules are being breached.
5. Where a Disclosable Pecuniary Interest or an Other Significant Interest has been agreed by the Monitoring Officer as being a Sensitive Interest, the Member need only disclose the existence of the interest but not its nature.
6. These Procedure Rules apply to:-
  - (a) meetings of the Council, and to committees of the Council and sub-committees
  - (b) meetings of the executive and to committees of the executive
  - (c) a Cabinet member acting alone under portfolio powers and to a ward Member who discharges functions at ward level.