

## Election of a Scrutiny Committee Chairman and Vice-Chairman

### Overview and Scrutiny Procedure Rule 6

#### **6. Who chairs overview and scrutiny committee meetings?**

**6.1** Subject to the Council Rules of Procedure, the overview and scrutiny committees/sub-committees will be chaired by a councillor who is not a member of the largest political group on the Council, unless there is no such person serving on the committee/sub-committee. In such cases, the committee/sub-committee may appoint such person to chair it from amongst the councillors sitting on it.

**6.2** The Chairman and Vice-Chairman of an overview and scrutiny committee will be elected by secret ballot. The procedure for this is set out at Appendix 4 to the Overview and Scrutiny Procedure Rules.

### **Appendix 4 Overview and Scrutiny Procedure Rules (New Appendix)**

1.1 The election of the Chairman and the Vice-Chairman by secret ballot shall be the first and second items of business respectively transacted at the first meeting of a scrutiny committee following Annual Meeting of Council each year.

#### **Election of a Chairman**

1.2 A member of the committee will be elected by show of hands to preside over the election of the Chairman. This member cannot be a candidate for Chairman as nominees cannot preside over their own election.

1.3 The person presiding at the meeting shall invite nominations for Chairman from those present at the meeting.

1.4 In accordance with Overview and Scrutiny Procedure Rule 6, eligible nominees must not be a member of the largest political group on the Council, unless there is no such person serving on the committee.

1.5 A Member must be proposed and seconded to be eligible.

1.6 A Member shall not be nominated in their absence for the position of Chairman without their written consent.

1.7 Once nominations are complete, any Member nominated will be given the opportunity to withdraw their name. In event of any withdrawal the election shall be from among the remaining nominees.

1.8 The Chairman shall be elected by the vote of a majority of those Members present and voting.

- 1.9 Each Member present shall vote by writing the name of one of the Members nominated upon a ballot paper which shall then be placed in the ballot box. Democratic Services will oversee the conduct of the voting.
- 1.10 When, in the opinion of the person presiding at the election, each Member present has had a reasonable time in which to vote, the ballot box should be delivered to the person presiding whereupon the voting shall be deemed to have been completed except that this shall not preclude the person presiding from exercising their casting vote (if required).
- 1.11 The ballot papers shall then be counted by Democratic Services.
- 1.12 If only one Member is nominated, the person presiding shall declare that Member elected as Chairman. If two Members are nominated the Member receiving the vote of the majority of those Members present and voting shall be declared elected.
- 1.13 If more than two Members are nominated, the person presiding shall announce the name of the Member with the lowest number of votes and that Member shall be eliminated. A further ballot or ballots shall then be taken and after each ballot the Member receiving the lowest number of votes shall be eliminated, in accordance with the foregoing procedure, until only two Members remain which shall be submitted to the final vote. At the conclusion of the final vote the person presiding shall declare that Member elected as Chairman.
- 1.14 In the event of an equality of votes in any of the ballots, the person presiding shall give a second or casting vote and where there are three or more Members with an equal number of votes the person presiding shall give a second casting vote to each of such Members except one.
- 1.15 The Chairman will take the Chair on the declaration of result.

#### Election of a Vice-Chairman

- 1.16 The Chairman or person presiding at the meeting shall invite nominations for Vice-Chairman from those present at the meeting.
- 1.17 In accordance with Overview and Scrutiny Procedure Rule 6, eligible nominees must not be a member of the largest political group on the Council, unless there is no such person serving on the committee.
- 1.18 A Member must be proposed and seconded to be eligible.
- 1.19 A Member shall not be nominated in their absence for the position of Vice-Chairman without their written consent.

- 1.20 Once nominations are complete, any Member nominated will be given the opportunity to withdraw their name. In event of any withdrawal the election shall be from among the remaining nominees.
- 1.21 The Vice-Chairman shall be elected by the vote of a majority of those Members present and voting.
- 1.22 Each Member present shall vote by writing the name of one of the Members nominated upon a ballot paper which shall then be placed in the ballot box. Democratic Services will oversee the conduct of the voting.
- 1.23 When, in the opinion of the person presiding at the election, each Member present has had a reasonable time in which to vote, the ballot box should be delivered to the person presiding whereupon the voting shall be deemed to have been completed except that this shall not preclude the person presiding from exercising their casting vote (if required).
- 1.24 The ballot papers shall then be counted by Democratic Services.
- 1.25 If only one Member is nominated, the person presiding shall declare that Member elected as Vice-Chairman. If two Members are nominated the Member receiving the vote of the majority of those Members present and voting shall be declared elected.
- 1.26 If more than two Members are nominated, the person presiding shall announce the name of the Member with the lowest number of votes and that Member shall be eliminated. A further ballot or ballots shall then be taken and after each ballot the Member receiving the lowest number of votes shall be eliminated, in accordance with the foregoing procedure, until only two Members remain which shall be submitted to the final vote. At the conclusion of the final vote the person presiding shall declare that Member elected as Vice-Chairman.
- 1.27 In the event of an equality of votes in any of the ballots, the person presiding shall give a second or casting vote and where there are three or more Members with an equal number of votes the person presiding shall give a second casting vote to each of such Members except one.