

## Constitutional Amendments for the Broadcast and Recording of Meetings

### Amendments to Procedure Rules

Section	Paragraph	Nature of Change	Details
Part 4 Council Procedure Rules	5	AMENDMENT and INSERTION  Renumbering of existing paragraph and insertion of new paragraph (in red text)	Number existing text under 5 as '5.1' and add a new 5.2  <i>Meetings of the Council, Dover Joint Transportation Advisory Board, Electoral Matters Committee, General Purposes Committee, Governance Committee, Planning Committee and Overview and Scrutiny Committee will generally be broadcast via the Council's website whilst the meeting is open to the public and unless otherwise determined by the appropriate officer under the Scheme of Officer Delegations or by resolution of the Council, Committee, Sub-Committee or other body concerned.</i>
Part 4 Council Procedure Rules	18.3	AMENDMENT  Insertion of additional text (in red text)	<u>Show of hands</u>  Unless a recorded vote is demanded under Rule 18.4, the chairman will take the vote by show of hands, <i>or by means of an electronic voting system</i> , or if there is no dissent, by the affirmation of the meeting
Part 4 Council Procedure Rules	18.8	AMENDMENT  Insertion of additional text (in red text)	<u>Voting in Committee and Sub-Committee</u>  <i>This rule only applies to Committees and Sub-Committees.</i>  All questions in Committee and Sub-Committee shall be determined by show of hands <i>or by means of an electronic voting system, or if there is no dissent, by the affirmation of the meeting</i> by majority of the members present and voting.

Section	Paragraph	Nature of Change	Details
Part 4 Council Procedure Rules	18.9 *NEW*	INSERTION  Insertion of new paragraph (in red text)	<u>Electronic Voting</u>  <i>Any vote cast from a delegate unit other than a Member's own is not a valid vote unless the Chairman is satisfied that a Member's delegate unit is not in working order and/or has directed that a Member sit in a seat other than their own and use another delegate unit.</i>
Part 4 Leader and Executive Procedure Rules	1.6	AMENDMENT and INSERTION  Insertion of new paragraph and renumbering of exiting paragraph (in red text)	Number existing text '1.6(a)' and add a new 1.6(b)  <i>Meetings of the executive will generally be broadcast via the Council's website whilst the meeting is open to the public and unless otherwise determined by the appropriate officer under the Scheme of Officer Delegations or by the executive.</i>
Part 4 Access to Information Procedure Rules	8	AMENDMENT and INSERTION  Insertion of new text, renumbering of existing paragraph and insertion of a new paragraph (in red text)	Amend title to read "ACCESS TO MINUTES AND RECORDINGS ETC AFTER THE MEETING"  Number existing text 8.1 and add a new 8.2  <i>(a) Where a meeting has been broadcast via the Council's website a recording of that broadcast will generally be available for viewing on-line for a period of 30 days from the close of the meeting.</i>  <i>(b) The broadcasts and recordings are the copyright of the Council and may not be copied, displayed or published to the public, adapted or dealt with in any other way</i>

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			<p>restricted by the Copyright, Designs and Patents Act 1988.</p> <p>(c) The Council will not make available copies of the recordings either in whole or in part other than in compliance with a legal requirement arising under The Freedom of Information Act 2000, UK GDPR, The Data Protection Act 2018 or some other enactment, rule of law or direction of a court or tribunal which is binding on it.</p>

### Amendment to the Scheme of Officer Delegations

#### INSERT NEW DELEGATION

Delegation to: Solicitor to the Council

Head of Governance and HR

Democratic and Corporate Services Manager

#### Council Function

Column 1 Legislation	Column 2 Brief Description	Column 3 Conditions/ Exclusions Limitations/Notes
Broadcast of Meetings	To manage all aspects of the broadcast of meetings of the Council, its committees, sub-committees and any other bodies including determining not to broadcast or to suspend a live broadcast of a meeting	
Recording of Meetings	To manage all aspects of the recording of broadcast meetings of the Council, its committees, sub-committees and any other bodies including editing the broadcast and deleting the broadcast at the end of the retention period	

#### Executive Function

Column 1 Legislation	Column 2 Brief Description	Column 3 Conditions/ Exclusions Limitations/Notes
Broadcast of Meetings	To manage all aspects of the broadcast meetings of the executive including determining not to broadcast or to suspend a live broadcast of a meeting	
Recording of Meetings	To manage all aspects of the recording of broadcast meetings of the Council, its committees, sub-committees and any other bodies including editing the broadcast and deleting the broadcast at the end of the retention period	