

process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

## 13 Execution and sealing of legal deeds

*See also standing order 3(b)(xiv) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 13(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

## 14 Committees

*See also standing order 1 above*

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i shall determine their terms of reference;
  - ii shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv shall appoint and determine the terms of office of members of such a committee;
  - v may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 5 days before the meeting that they are unable to attend;
  - vi an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 14(d)(v) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.
  - vii Every committee shall at its first meeting before proceeding to any other business, elect a

Chair and may elect a Vice-Chair who shall hold office until the next committee meeting following the Annual Council meeting of the Council, and shall settle its programme of meetings for the year.

- viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee, which, in both cases, shall be no less than three.
  - ix. Shall determine if the public may participate at a meeting of a committee in any agenda item.
  - x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
  - xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend.
  - xii. May dissolve a committee or a sub-committee.
- e. The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.