

ADDENDUM 1: Definitions for the purpose of the Standing Orders

(Grand) Committee

A “Committee”, also referred to as a “Grand Committee”, means any Committee or Board directly appointed by the Court of Common Council (e.g. The Finance Committee; Board of Governors of the Guildhall School of Music and Drama). It does not refer to Committees of the Court of Aldermen, which are subject to separate Standing Orders.

Sub-Committee

A “Sub-Committee”, is a formal sub-group of any given Grand Committee. It may or may not have decision-making powers, based on its own terms of reference. For example, the Resource Allocation Sub-Committee, is a sub-group of Policy and Resources Committee.

Confusion often arises where the Grand Committee has been titled a Board (e.g. the City of London Police Authority Board is a Grand Committee). In these cases, the Sub-Committees are often referred to as “Committees”. For example, the Resource Risk and Estates Committee of the City of London Police Authority Board, is titled “Committee”, but is, constitutionally speaking, a Sub-Committee.

Conversely, we also have some Sub-Committees entitled “Board”, e.g. the Capital Buildings Board.

Appointing Committee

The “Appointing Committee”, refers to the specific Grand Committee which is choosing to delegate some of its functions to a Sub-Committee. For example, the Community and Children’s Services (CCS) Committee is the Appointing Committee of the Homelessness and Rough Sleeping Sub-Committee. Whilst other Grand Committees may have the right to appoint Members to the Sub (in this example, the City of London Police Authority Board may nominate a representative), CCS is responsible for the Sub-Committees constitution, or, appointment.

Summons

The Summons of a meeting is the formal notice of the Agenda, generally communicated by e-mail. This is issued five clear working days in advance of the meeting, unless there are exceptional circumstances that make this impossible.

First meeting of the Civic Year

Historically referred to as “municipal year”, the City of London Corporation Civic year runs from April to April. It starts with the April Court of Common Council meeting. Therefore, the first time a Committee, or Sub-Committee meets after that Court of Common Council session, can be described as “the first meeting of the Civic Year”.

STANDING ORDER 27 - ADDENDUM 2A: Nomination and Election Process for Sub-Committees and Sub-Committee Chairs

Five clear working days prior to the meeting

Summons of the Appointing Committee meeting is issued five clear working days in advance of its first meeting of the Civic Year by the Town Clerk to all its Members and (where the Summons is issued before the first Court of Common Council meeting of the Civic Year) to any candidates standing for election to the Appointing Committee.

Along with the Summons, the Town Clerk will distribute the terms of reference of any Sub-Committees and seek expressions of interest for the associated vacancies. The Town Clerk will also seek nominations for those who wish to stand for Chair of any of those Sub-Committees. Expressions of interest may be no more than 150 words. Only one expression of interest is required.

One clear working day prior to the meeting

The deadline for nominations to the Sub-Committee will be at 5pm one clear working day prior to the meeting. I.e. if the meeting is on a Monday, the deadline will be 5pm on the previous Thursday. The Town Clerk will circulate any expressions of interest received, as soon as is practicable after this deadline.

At the meeting

At the meeting of the Committee, when the relevant item is reached and once the Terms of Reference (including the Composition) of the Sub-Committees has been approved, the Chair will commence the appointment process. The Town Clerk will draw the Committee's attention to the names of those validly in nomination, and an opportunity will be given for Members to withdraw. If there are fewer nominations than there are vacancies to be filled on any of the Sub-Committees, nominations can re-open for those/that Sub-Committee(s) only.

If the number of nominees does not exceed the total number of vacancies, those in nomination will be appointed directly to the Sub-Committee.

OR

In instances where the number of nominees does exceed the total number of vacancies, the Town Clerk will conduct a ballot. The successful candidate(s) will be determined as those with the highest votes. In the event of an equality of votes, a second ballot will be conducted between the parties concerned, with the successful candidate(s) achieving the highest votes. The Chairman will have the ability to cast a deciding vote.

The Town Clerk will then announce, of those successfully appointed to the Sub-Committee, who has nominated themselves as Chair.

If no one wishes to nominate themselves, the Chair of the Grand Committee will assume the role until the next meeting.

OR

If there is one valid nominee, they will be announced as being duly appointed for the year ensuing.

OR

If there are multiple nominees, the Town Clerk will conduct a ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting: the candidate with the fewest votes will be eliminated; if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out; candidates may also elect to withdraw at this stage; a further ballot will be held amongst the remaining candidates and the procedure repeated until one candidate has obtained a majority of the votes cast. In the event of an equality of votes for the preferred candidate, the Chair of the Appointing Committee will have the ability to cast a deciding vote.

STANDING ORDER 27 - ADDENDUM 2B: Nomination and Election Process for the Deputy Chair of Sub-Committees

Five clear working days prior to the meeting

Summons of the Sub-Committee meeting is issued five clear working days in advance of the meeting by the Town Clerk to all its Members. Along with the Summons, the Town Clerk will seek expressions of interest for those who wish to stand for Deputy Chair. Expressions of interest may be no longer than 150 words.

Eligibility is captured within Standing Order 27, pertaining to Sub-Committees.

One clear working day prior to the meeting

The deadline for nominations as Deputy Chair to the Sub-Committee will be at 5pm one clear working day prior to the meeting. I.e. if the meeting is on a Monday, the deadline will be 5pm on the previous Thursday. The Town Clerk will circulate any expressions of interest received, as soon as is practicable after this deadline.

At the meeting

At the meeting of the Sub-Committee, when the relevant item is reached the Town Clerk will draw the Committee's attention to the names of those in nomination, and an opportunity will be given for Member to withdraw. If there are no nominations then, nominations can re-open.

If no one wishes to nominate themselves, the position will remain vacant until the next meeting.

OR

If there is one valid nominee, they will be announced as being duly appointed for the year ensuing.

OR

If there are multiple nominees, the Town Clerk will conduct a ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting: the candidate with the fewest votes will be eliminated; if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out; candidates may also elect to withdraw at this stage; a further ballot will be held amongst the remaining candidates and the procedure repeated until one candidate has obtained a majority of the votes cast. In the event of an equality of votes for the preferred candidate, the Chair of the Appointing Committee will have the ability to cast a deciding vote.