



COMMITTEE MEMBERSHIP POLICY 2022

1. Return the Committee Membership choices to the Chief Officer by the Friday before the Annual Council meeting. Failure to return your form may lead to positions being allocated on your behalf.
2. Requests to be on a committee are by self-nomination with no need for a seconder.
3. You must self-nominate for a minimum of two Committees. There is no maximum number of Committees that you can sit on.
4. Committee memberships and the position of Committee Chairs and Vice Chairs will be elected at the Annual Council Meeting.
5. No Councillor shall be Chair of more than one Committee.
6. The Chairman and Vice Chairman of the Council may also be considered for the role of a Committee Chairman or Vice Chairman.
7. The Chairman and Vice Chairman must join a committee as an active member to have **voting rights**.
8. Each Committee has a maximum membership of eleven (11) to include the Chairman and Vice Chairman as Ex-Officio members **with no voting rights**.
9. If and when a Committee is inquorate the Chairman and Vice Chairman, as Ex-Officio members, must attend **with voting rights**.
10. If there are more self-nominations for a Committee, the available spaces selection is carried out by voting. If a vote is needed for any reason, it will be carried out as the Standing Order (8a) as shown below:

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting

VERSION CONTROL

HWPC Community Grants	Georgina Morgan-Denn Chief Officer/Clerk to Council	Adopted at Full Council meeting on 25 th April 2022	Review April 2023.
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