

## **RULE 4: EXTRAORDINARY MEETINGS OF COUNCIL**

### **4.1 Calling an Extraordinary Meeting**

Those listed below may require the Proper Officer to summons Members to Council meetings in addition to Ordinary meetings:

- the Council by resolution;
- the Mayor;
- the Head of Paid Service;
- the Monitoring Officer;
- the Chief Financial Officer; or

Any 5 members of the Council, if they have signed a requisition presented to the Mayor who has refused or failed to call a meeting within 7 calendar days of presentation of the requisition. Any such requisition will be deemed to have been presented to the Mayor if emailed to the Monitoring Officer at [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) / [committeeservices@guildford.gov.uk](mailto:committeeservices@guildford.gov.uk).

### **4.2 Business**

Extraordinary Meetings will:

- i) Elect a Councillor, who is not a member of the Executive, to preside if both the Mayor and Deputy Mayor are not present;
- ii) Receive any apologies for absence;
- iii) Receive any declarations of interests;
- iv) In accordance with Council Procedure **Rule 11** receive any questions from the registered electors;
- v) The only items of business which will be considered at extraordinary meetings of the Council will be the items for which the meeting has been called;
- vi) Consider any business that the Mayor deems to be urgent, having taken advice from the Monitoring Officer or their representative, in that the matter to be determined has arisen since the publication of the agenda and failure to determine it at this meeting would cause significant adverse impact to the Council.