

COMMITTEES AND SUB-COMMITTEES

- a) The Council may appoint and dissolve standing committees or other committees as necessary, and will:
 - i) determine their terms of reference;
 - ii) **appoint and determine the terms of office of their members, and of any substitute members (whose role is to substitute for ordinary members who have confirmed to the Proper Officer before a meeting that they cannot attend with the substitute member appointed by the Chair at the start of the meeting);**
 - iii) appoint the chair of standing committees, and permit any committee other than a standing committee to appoint its own chair at its first meeting;
 - iv) determine the place and quorum for meetings of committees and sub-committees; in all cases, the quorum must be no fewer than three;
 - v) determine if the public may participate; and, in respect of a sub-committee, if the public and press are permitted to attend, and also decide the advance public notice requirements, if any, required for its meetings.
- b) The members of a committee or sub-committee or an advisory group may include non-councillors, unless it is a committee that regulates and controls the finances of the Council.
- c) Unless the Council determines otherwise, a committee may appoint a sub-committee whose members and terms of reference, subject to standing order 6a(v), will be determined by the committee. The Council may decide to dissolve any sub-committee.