



## Chapter 11 - Procedure rules of Executive Committee meetings

### 1. Access to meetings

- 1.1. The Transparency Rules, Forward Plan and Key Decisions apply to all committees, sub-committees and joint committees. Chapter 6 - Transparency Rules, Forward Plan and Key Decisions

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### 2. Membership

- 2.1. The membership of committees is set out in its terms of reference.
- 2.2. If a member fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the committee, then, subject to certain exceptions, they cease to be a member of the committee.
- 2.3. A person will cease to be a member or a substitute member of an Executive Committee if they cease to be a Member of the Constituent Council that nominated or appointed them. The Combined Authority Board Member shall appoint or nominate a replacement as soon as possible.
- 2.4. A member or substitute member may resign by giving written notice to the Monitoring Officer, and the resignation takes effect on the receipt of the notice.
- 2.5. The relevant Combined Authority Board Member shall at any time be entitled to terminate the appointment of a member or substitute member nominated by them and replace that member or substitute Member, ~~subject to the approval of the nomination by the Combined Authority Board.~~
- 2.6. The Combined Authority Board Member must give written notice of the new nomination and the termination of the previous nomination to the Monitoring Officer. The termination will take effect immediately.
- 2.7. The Monitoring Officer has delegated authority to accept changes to membership of committees notified by Board members during the municipal year to ensure there is a full complement of members or substitute members at committee meetings. The new appointment shall take effect after the nomination has been approved by the Combined Authority Board Monitoring Officer and shall be reported to the following of the Board for ratification.



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**3. Quorum**

**3.1. No business is to be transacted at a meeting of the Committee unless at least two-thirds of the total number of Members on the Committee are present.**

**4. Chair and Vice-Chair**

**4.1. The Combined Authority Board shall appoint the Chair on the recommendation of the Mayor and he/she shall be the lead member for the functions of the committee. The Chair shall be selected from one of the seven constituent council representatives on the committee or the Mayor. No vice-chair shall be appointed. The committee shall appoint a chair for the meeting when the chair is absent.**

**4.2. Lead members have a strategic role in leading the development of future policy and budget allocations for approval at the Board or the committee. They work directly with officers to give guidance in the development of future policy. A chair shall fulfil this same role and has an additional responsibility of chairing a committee to operate within the agreed delegations for matters approved by the Board.**

**5. General Voting**

**5.1. Each voting Member shall have one vote. There shall be no casting vote. A "Member" includes:**

- (a) the Mayor (or deputy Mayor acting in his/her place) where the Mayor has accepted an appointment on the committee; and**
- (b) a Constituent Council Member (or his/her nominee) or a Substitute Member acting in that Member's place.**

**5.2. Except decisions to which special voting arrangements apply, all decisions of the committee shall be decided by a majority of voting members, subject to that majority including the vote of the Mayor, or the Deputy Mayor acting in place of the Mayor.**

**5.3. If a vote is tied it is deemed not to have been carried.**

**5.4. If there is a deadlock, the matter shall be referred up to the next meeting of the Combined Authority Board.**

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- 5.5. **The proceedings of the committee are not invalidated by any vacancy among its Members or Substitute Members or by any defect in the appointment or qualifications of any Member or Substitute Member.**
- 5.6. **If for any reason**  
**(a) the Mayor is unable to act or the office of Mayor is vacant, and**  
**(b) the deputy Mayor is unable to act or the office of deputy Mayor is vacant, or**  
**(c) the Mayor has decided not to take place on a committee**  
**the other members of the combined authority must act together in place of the Mayor taking decisions by a simple majority.**
- 5.7. ~~Any questions that are to be decided by the committee are to be decided by a simple majority of the Members present and voting unless special voting rules apply. If a vote is tied on any matter it is deemed not to have been carried.~~

**Special Voting**

- 5.8. **Special voting arrangements are set out, Chapter 5 paragraph 16 of the constitution.**
- 5.9. **A decision on a question relating to:**  
**(a) the Transport Plan;**  
**(b) any spending plans or plans for the allocation of transport-related funding;**  
**requires a vote in favour, by at least two-thirds of all Members (or their Substitute Members) appointed by the Constituent Councils to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitute Members.**

**Recorded Votes**

- 5.10. **A Member may ask immediately after the vote is taken, that their vote is recorded in the minutes of the relevant meeting.**
6. **Reference up to the Combined Authority Board**
- 6.1. **Where a majority of members consider appropriate, a matter on the agenda may be referred for decision by the Combined Authority Board. The report together with the committee's recommendations will be**



**placed on the agenda of the next meeting of the Combined Authority Board for decision.**

**7. Minutes and Call-in of Committee Decisions**

**7.1. The Monitoring Officer shall publish details of decisions of the committee on the Combined Authority website and to all Members of the Committee, the Board Members and the Overview and Scrutiny Committee. Where the decision is made at a meeting, this shall be no later than the close of business on the third clear working day following the day of the meeting at which the decision was made.**

**7.2. Three Members of the Board may call-in a decision of the committee by notifying the Monitoring Officer. The power to call in an executive decision should only be used in exceptional circumstances. The decision will not be implemented and will be referred to the Combined Authority Board for review and decision.**

**7.3. On receipt of a call-in request, the Monitoring Officer shall:**

**(a) notify the Mayor, Members of the Combined Authority Board, Members of the Committee and Members of the Overview and Scrutiny Committee, of the call-in; and**

**(b) either call a meeting of the Board or refer the matter to the next scheduled Board meeting.**

**7.4. If a key decision is suspended, it is not available to be called in by the Overview and Scrutiny Committee until the Board has met and reviewed the committee's decision and either confirmed, amended or rescinded the decision.**

**7.5. The Overview and Scrutiny Committee shall have five days after publication of the committee's decisions to call in a key decision, in accordance with the Overview and Scrutiny Committee's call in arrangements set out in [Chapter 13 - Overview and Scrutiny Committee](#) (insert link).**