

PROTOCOL ON EXTRAORDINARY MEETINGS

(applies to Full Council and to all Committees and Sub Committees of Chigwell Parish Council)

Adopted by Full Council: 25 September 2025

Review: September 2026

1. Purpose and scope

- 1.1. This protocol ensures Extraordinary Meetings are only called when specific, urgent business cannot await the next ordinary meeting and when complete papers are available.
- 1.2. It supplements the Council's Standing Orders and the law. Where there is any conflict, statute prevails. The Chair of Council may call an extraordinary council meeting at any time; if the Chair refuses or fails to do so within 7 days of a written request, any two councillors may themselves convene the meeting.
- 1.3. "Extraordinary meeting" here includes extraordinary meetings of Committees which can be called by the Chair or failing that, any three members of that committee

2. Quorum and notice (minimum standards)

- 2.1. Quorum for all Council meetings is three unless one-third of the whole number of seats is greater. As Chigwell has 11 Councillor seats, one-third of the whole number of seats is greater than three, therefore the quorum is four. As Committees can authorise individual transactions up to £2,000, the quorum for committees as set out in the Terms of Reference is four in order that a third of the council considers these matters ensuring transparency, good governance, value for money and accountability.
- 2.2. Agenda publication: agendas will be published and summonses issued three clear days before the meeting

3. When an Extraordinary Meeting is appropriate

- 3.1. Good practice is that all of the following are met:
 - a) Specific business exists that cannot await the next ordinary meeting;
 - b) One or more fully-worded motions are provided;
 - c) Background papers (see §5) are available; and
 - d) The matter cannot be resolved by delegated authority
- 3.2. "General discussion" or "Any Other Business" is not permitted at Extraordinary Meetings. Only business on the summons may be transacted.

4. Who may request and how

4.1 Full Council

- a) The Chairperson of the Council may convene an extraordinary meeting of the Council at any time. The public notice giving the time, place and agenda for such a meeting shall be signed by the Chair of the Council
- b) If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.. The requisition must include the motion(s) and papers described in Section 5.

4.2 Committees

c) The Chairperson of a committee or a sub-committee may convene an extraordinary meeting of the committee [or the sub-committee] at any time. The public notice giving the time, place and agenda for such a meeting shall be signed by the Chair of the Committee

d) If the Chairperson of a committee or a sub-committee]does not call an extraordinary meeting within three days of having been requested to do so by three members of the committee or the sub-committee, any three members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee. The public notice giving the time, place and agenda for such a meeting shall be signed by the three councillors

5. Required contents: motions and papers

Every requisition for an Extraordinary meeting (Council or Committee) must include, for each agenda item:

5.1. A fully-worded motion (the exact text to be put).

5.2. Urgency statement (max 150 words): why the item cannot await the next ordinary meeting, citing any deadline.

5.3. Background papers pack (PDF or bundle) containing, as applicable:

- author/title/date;
- summary;
- options considered;
- officer/contractor/consultant advice;
- implications: legal, financial (incl. budget code), risk, equalities, data protection, staffing;
- recommended decision.

5.4. Lead member and officer for each item.

5.5. Consultation undertaken (if any).

5.6. Desired outcome and next steps.

Requisitions without a motion and papers will not be accepted or listed as “verbal updates”.

7. Agenda rules for Extraordinary Meetings

7.1. The summons will list only the requisitioned items

7.2. Late items will not be added after publication.

7.3. Reports for noting or updates are not admissible unless they directly support a motion on the agenda.

8. Conduct of business at Extraordinary Meetings

8.1. The Chair of Council presides at Extraordinary Council Meetings; the relevant Committee Chair (or Vice-Chair if absent) presides at Extraordinary Committee meetings.

8.2. Public participation (if provided under Standing Orders) relates only to the published agenda items.

8.3. The meeting may only determine the published motions (amendments permitted under Standing Orders).

8.4. Recorded decisions: minutes will state the decision, reasons (brief), and any delegated actions.

9. Frequency and scheduling

9.1. There is a presumption against more than one Extraordinary Meeting of the same body in any rolling 30-day period unless the Clerk certifies that separate urgent matters genuinely require it. *(This is an operational presumption; it does not fetter the statutory right of two councillors to convene a council meeting if the Chair refuses.)*

9.2. Where practicable, Extraordinary Meetings should be planned to adjacent dates already used for Council/Committee business to minimise cost and inconvenience.

10. Misuse and remedies

10.1. Repeated requisitions or attempts to list topics without motions may be referred by the Clerk to the Chair of Council and Monitoring Officer (via the District/Borough) for informal resolution or Code of Conduct advice, where appropriate.

10.2. Chairs should avoid using Extraordinary Meetings for briefings or exploratory discussions.

11. Templates (to be used for every requisition)

Requisition cover form (one per meeting)

Meeting requested: ☐ Council ☐ Committee name: _____

Requisitioners (print & sign):

1) _____

2) _____

3) _____

Preferred date/time (must allow min 5 clear days for preparation): _____

For Council meetings only: date Chair was first asked in writing: _____

3 day window ☐ 7 day window ☐ Date window ends: _____

Summary of urgency (≤150 words): _____

List of enclosed background papers (with author/date): _____

Officer(s) consulted: _____

Budget code(s): _____

Agenda item pro-forma (one per item)

Item title: _____

Motion (exact text):

“That the Council/Committee resolves to ...”

Background (≤200 words): _____

Options considered & recommendation: _____

Implications: Legal/Finance / Risk / Staffing / Equalities / Data protection (attach note/include in report)

Lead member: _____ Lead officer: _____

Decision needed by (date) & why: _____

