**Draft Revised Terms of Reference- Bath City Forum**

**Agreed by Bath City Forum, 26th April 2016**

1. **Background**
   1. The Bath City Forum has been established by Bath & North East Somerset Council as part of its commitment to improving engagement with partners and local communities. As a champion for Bath as a city, the Bath City Forum will assist the Council and Cabinet in policy development and delivery on matters essential to allow Bath to realise its full potential as a leading small city. The Bath City Forum is part of our overall Connecting Communities framework which brings communities together to address local issues and priorities. This Framework is supported by a local Forum in each area that works to join up services and foster communication so local people receive better outcomes.
2. **Name and Area of Benefit**
   1. The name of the Forum is the Bath City Forum. For the purposes of Council procedures this shall be considered the City of Bath’s equivalent of a Connecting Communities Forum. The scope of representation and operation of the Forum shall be the following wards in the City of Bath (“the City”):

* Abbey
* Bathwick
* Combe Down
* Kingsmead
* Lambridge
* Lansdown
* Lyncombe
* Newbridge
* Odd Down
* Oldfield
* Southdown
* Twerton
* Walcot
* Westmoreland
* Weston
* Widcombe

1. **Aims and Objectives**
   1. The aim of the Bath City Forum is to provide a mechanism for collaboration between communities and public bodies in the City to improve local engagement, join-up services and help local people receive better outcomes. It will do this by:

* Acting as a “Champion” on behalf of the City
* Improving the engagement of Bath & North East Somerset Council and its partners with local communities to better address City issues and priorities.
* Involving City and non-City residents and organisations, seeking their views and encouraging them to participate in projects which improve the City
* Identifying and addressing common issues of concern across the City
* Agreeing how organisations will work most effectively together to respond to the City’s priorities and take action where appropriate
* Influencing wider policy developments
* Linking with relevant bodies , partnerships and projects in the City
  1. The Bath City Forum shall be an advisory and consultative body and shall not have delegated funding or decision-making powers. It may assist and advise the Council on issues specific to the City, such as how best to spend that portion of Community Infrastructure Levy receipts which are used to address local priorities.
  2. The Bath City Forum shall not be a Neighbourhood Forum for the purposes of Neighbourhood Planning

1. **Key principles** 
   1. All members of the Bath City Forum agree to adopt the following key principles:-

* To **listen** - always being open to ideas.
* To **prioritise** - making sure local needs come first.
* To **join up** - working in partnership with our local communities.
* To **work collaboratively** - helping communities find the best way to tackle local issues.
* To **share ideas** - building on what works.
  1. Members’ primary duty as members is to the City of Bath

1. **Membership**

5.1 The Bath City Forum’s membership shall comprise

* 12 elected Bath & North East Somerset councillors, representing Bath City wards and not serving in the Council’s Cabinet, in the following proportion:
  + Conservative Group- 5
  + Liberal Democrat Group- 4
  + Labour Group- 1
  + Green Group- 1
  + Independents & Village Voice Group- 1
* One member of the Cabinet to ensure effective linkages between the Forum
* Up to 13 co-opted members who are not Bath & North East Somerset elected councillors but drawn from residents, business, heritage and other groups within the City.

1. **Recruitment of Co-Opted members**
   1. The Bath City Forum will adopt and use a clear process for recruitment of co-opted members. Co-opted members will be required to demonstrate their understanding of local needs and willingness to work together to support the aims of the Forum. This recruitment process will include:
      * + A description of the co-optee role to be filled along with the relevant theme, outcome or priority which is being reflected in the role
        + The criteria for assessment of the role
        + An open process for publicising the role’s availability
        + A process for review
   2. A Selection Panel for co-options shall be selected by the Forum from its membership comprising a total of 5 members, at least two of whom shall be co-opted members not seeking a further term of co-option in that round of recruitment and two of whom would normally be the Chair and Vice Chair of the Forum, where the Vice Chair is not a co-optee seeking a further term of co-option in that round of recruitment. The Panel shall draw up draft criteria for selection which shall be presented to the Forum for approval. The Panel shall have authority for making co-options, applying the criteria agreed by the Forum
   3. Co-optees will be appointed for 2-years. Following this, co-optees can be appointed for up to 2 subsequent years only, with arrangements made so all co-optees do not end their terms at the same time. Co-optees may seek re-appointment after a further 2 years have elapsed
2. **Meetings**
   1. The Bath City Forum shall adopt its own Standing Orders for meetings
   2. All members of the Bath City Forum will be requested to promote meetings to encourage wider engagement.
3. **Area Profile**
   1. The Bath City Forum will establish and keep updated an Area Profile that aims to inform the priorities for the Forum.

**Bath City Forum- Standing Orders**

**Agreed by Bath City Forum, 26th April 2016**

**RULE 1 - SUSPENSION OF RULES**

There are occasions when it is helpful to the effective conduct of a meeting, or for other reasons, not to apply a particular Procedural Rule. It is therefore open to any meeting to suspend one or more of its operational Rules.

It is necessary for the suspension of a Rule to be proposed by a member who should make it clear which Rule is being suspended and for how long. For example, it may be necessary to suspend a Rule for part or all of a meeting.

A majority of members present at a meeting must support the proposal to suspend a Rule.

**RULE 2- MEETINGS**

The Bath City Forum will meet at least three times a year, one of which meetings shall be the Annual General Meeting. A notice of each meeting will be placed on Bath and North East Somerset Council’s web meeting diary

The Forum may arrange other events and establish working groups as appropriate

**RULE 3- ANNUAL GENERAL MEETING**

The Bath City Forum will hold an Annual General Meeting each year within thirteen months of the previous AGM.

At Annual General Meetings meetings, the Bath City Forum will:-

1. Elect the Chair and Vice Chair, following Rule 4: If any post is unfilled or becomes vacant, elections may take place at subsequent ordinary meetings.
2. Review and agree the process for co-opted membership
3. Agree an Agenda Plan and meetings schedule.
4. Agree any other working arrangements required
5. Consider how to engage more widely, showcase initiatives and share good practice within its own area and with other areas across Bath & North East Somerset.
6. Agree the main issues and topics it wishes to consider over the coming year, with particular reference to the distinctive urban issues affecting Bath

**RULE 4 – CHAIR OF BATH CITY FORUM**

The Bath City Forum will elect a Chair and Vice-Chair at its first inaugural meeting. Thereafter elections for these posts will take place at the subsequent Annual General Meeting.

The Bath City Forum will elect its own Chair and Vice Chair from its membership. The Chair shall be drawn from the 12 elected Bath Councillors serving as members of the Bath City Forum. The Vice Chair shall be drawn from the co-opted members

The Chair and Vice Chair will act independently and work on behalf of the Forum for the wider benefit

The Chair and Vice Chair will meet with the Bath & North East Somerset Council Forum Sponsor as a Steering Group to agree agendas, resolve issues and report on actions as appropriate.

Voting for the Chair and Vice Chair will be available only to those existing members of the Forum, notification of which will be made in advance.

The existing Chair and Vice Chair may seek re-election. Nominations for Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions

RULE 5- CHAIR OF FORUM MEETINGS

At a meeting of the Forum, the Chair, if present, shall preside.

If the Chair is absent from a meeting, and then the Vice-Chair, if present, shall preside.

If both the Chair and Vice-Chair are absent from a meeting, another member of the Forum chosen by the meeting shall preside.

The person presiding at the meeting may exercise any power or duty of the Chair in relation to the conduct of the meeting.

**RULE 6- WORKING METHODS**

Agendas and papers for meetings will be circulated a minimum of seven calendar days before a meeting. A record of each meeting will be taken and an Action Log kept.

Members of the Bath City Forum will be invited to submit agenda items to the Steering Group in advance of each meeting.

Every member of the Bath City Forum will be accorded the same degree of respect and consideration by all other members.

The Bath City Forum may establish from time to time working parties that will be responsible for undertaking specific topics as necessary.

Members of the working parties may co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

A record of working party meetings will be taken and reported back at the Bath City Forum meetings.

**RULE 7 - AGENDA PLANNING**

The Bath City Forum will adopt a core agenda for ordinary meetings as follows:-

* + - * Standing Items
      * Consultation items
      * Community items
      * Area Profile and priorities

Each meeting will receive an update on actions from the previous meeting and at the end of each meeting the actions arising from the current meeting will be summarised.

**RULE 8 – MINIMUM NUMBER OF MEMBERS PRESENT (QUORUM)**

A quorum shall apply of one third of the extant membership No business shall be transacted at a meeting of the Forum unless at least one third of the whole number of the Forum present

Currently this means the quorum is set at 9. Of the quorum of 9, there must be a minimum of 4 co-optees and a minimum of 4 councillors.

If, at the start of or during any meeting of the Forum, the Chair, after requiring a count of the number of Members present, declares that there is not a minimum required numbers present, the meeting shall immediately stand adjourned.

The consideration of any business not transacted shall be adjourned to the next ordinary meeting of the Forum unless the Chair, or the Forum, decides that the meeting should be re-convened at another time or on another date to transact or complete its business. When this happens, the Chair or the Forum may also decide the date and / or time at which the meeting shall re-convene.

**RULE 9 - RECORD OF ATTENDANCE**

All Members present during the whole or part of a meeting must sign their names on the attendance sheet before the conclusion of every meeting.

**RULE 10 – RECORDING AT MEETINGS**

Persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting. However, oral commentary is not permitted during the meeting as it would be disruptive.

Some meetings may be webcast and those who do not wish to be filmed need to make themselves known to the webcasting staff. However, members of the public need to be aware that they may be filmed by others attending and that is not within the Forum’s control.

**RULE 11- CHANGING THE ORDER OF BUSINESS**

The Chair may at her/his discretion vary the order of business at the meeting. The Forum meeting may also decide to vary the order in which agenda items are taken.

**RULES OF DEBATE**

**RULE 12 – CONDUCT OF THE MEETING**

The Chair is responsible for conducting the meeting. In this they will be guided by the Forum Sponsor

**RULE 13 – POWERS OF THE CHAIR**

The powers and duties of the Chair are as follows:

1. to act as the focal point for debate;
2. to preserve order and ensure the proper and efficient conduct of the meeting;
3. to ensure that members of the public and Forum members are able to follow proceedings;
4. to confine discussion to the issue under consideration;
5. to ensure all members have an equal opportunity to participate;
6. to decide whether proposals put to the meeting are in order;
7. to decide procedural matters;
8. to conduct voting and to declare the result;
9. to sign the minutes of the previous meeting(s) as a correct record when authorised to do so by the meeting;
10. to adjourn the meeting if circumstances justify such action;
11. to declare the meeting closed when its business has been completed;

**RULE 14 – CHAIR TAKING PART IN DEBATE**

The Chair will normally take part in debate at a Forum meeting.

**RULE 15 – MEMBERS TO ADDRESS THE CHAIR**

When speaking at a meeting, Members shall address the Chair.

**RULE 16 – MINUTES**

The Chair will invite the meeting to approve the minutes of the previous meeting as a true and correct record. There will be no discussion on the minutes other than on their accuracy. When so approved, the Chair is authorised to sign them

**RULE 17 - MOTIONS MOVED WITHOUT NOTICE**

The following matters may be proposed as a motion during a meeting, by a member of the Forum, without the need to give notice:

(a) Appointment of a Chair of the meeting.

1. The accuracy of the minutes.
2. To change the order of agenda business

(d) To adopt a recommendation or some other course of action arising from a report to the meeting

1. Extending the time limit for speeches and for public questions
2. Amendments to matters raised

(h) That the meeting proceeds to the next business

(i) That the question be now put

(j) That the debate be now adjourned

(k) That the meeting now adjourns

(l) That the meeting continue beyond the prescribed deadline to end no later than a specified time.

(m) Suspending Procedural Rules in accordance with Rule 1

**RULE 18 – PARTICIPATION FROM THE PUBLIC**

Members of the public may put forward questions for answer at the “open session” at the start of each Forum meeting. This right extends to any resident of Bath of any age and includes a homeless person, a traveller currently within the Forum area or a member of the Forum’s staff provided the subject matter relates to their role as a private citizen. This right also exists for a representative of any Bath & North East Somerset organisation or any South West regional or sub-regional organisation that has legitimate legal activity in the Bath area or whose work affects Bath citizens. All questions should normally be submitted in writing in advance (this to include transmission by e mail) but at the discretion of the Chair this requirement may be waived if the timing of business allows. This session shall last for no longer than 30 minutes.

A question will not be accepted under this Rule if:

* the answer would require exempt or confidential information to be divulged;
* the subject matter is about an application for a legal consent or permission where there is an alternative process to challenge or to appeal against it or where the question/answer process might prejudice the proper consideration of such an application or consent;
* it is about a matter which has already been lodged with the Forum or with another statutory body as a formal complaint;
* it contains an allegation against, or comments about, the conduct of individual members or officers.

The text of written questions to Forum, and their written or published responses, should contain no reference to political groups/parties or individuals.

Where a member of the public not a member of the Forum indicates a wish to speak as part of any debate or discussion, this shall be entirely at the Chair’s discretion.

**RULE 19 – MOTIONS**

A motion is a proposal from a member at the meeting aimed at opening a debate on an agenda item. A motion once proposed needs a second member to indicate a willingness for it to be considered. This is called “seconding” the motion.

A motion usually takes the form of a proposal to adopt a course of action based on a recommendation in a report. It can be a different proposal to that which is recommended in any report.

A recommendation in a report is not of itself a motion unless or until a member proposes its adoption.

A Member who moves a proposal may, with the agreement of the seconder, accept a suggestion for a minor adjustment to the wording of the proposal. Where a proposed adjustment is considered at the meeting to be of significance and not therefore “minor”, it will be treated instead as if it was a formal amendment – see Rule 15 below.

**RULE 20 – AMENDMENT**

An amendment is a proposal by a member to change the words of a motion which has been moved and seconded. The amendment shall be relevant to the subject matter of the motion and shall be: -

(a) to leave out words, or

(b) to leave out words and insert or add other words, or

(c) to insert or add words, or

(d) to refer the matter to a Committee/Sub Committee, the Cabinet or an Overview and Scrutiny Panel for consideration

(e) to defer consideration of the matter.

An amendment must not

1. be a direct negative of a motion; or
2. seek to introduce into the motion a new issue unrelated to the subject dealt with in the motion.

If an amendment seeks to achieve something that is relevant but cannot be achieved by merely voting against the motion, it is likely to be ruled as a valid amendment. The meeting will be advised by the Forum Sponsor on the validity of amendments and the ruling of the Chair thereon will be final.

Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of.

Notice of intention to move any further amendment and the nature thereof may, at the discretion of any member, be given to the Chair before a vote is taken on the current amendment being considered at the meeting.

If an amendment is defeated, other amendments may be moved to the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendments may be moved in turn.

The next page contains a flow diagram which illustrates the debating process

DEBATING FLOW CHART

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|  | ORIGINAL MOTION | | | | | | | | | | | | | | | | moved and seconded | | | | | | | | | |
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| *if a minor change to the wording the mover of motion may indicate to meeting that s/he accepts it.* | | | | | | | | | | | | | | | | |  | | | | | | | | | |
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|  | | | | (Any number of amendments can be moved and dispensed with in this way but they are taken one at a time – if necessary park any notices of amendment | | | | | | | | | | | | | | | | | |  | | | | |
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**RULE 21 – SECONDING**

Any motion or amendment is only able to be discussed once a second Member has indicated a willingness for it to be considered. This is called “seconding”.

**RULE 22 - RIGHT OF REPLY**

At the end of a debate about a motion, the member who first proposed the substantive motion may exercise a right to reply to the points raised in the debate. The right to reply to a debate on an amendment rests also with the member who proposed the successful amendment.

A member exercising a right of reply shall confine her/his speech to answering points raised by the previous speakers, and shall not introduce new material. The Chair’s ruling in this regard shall be final.

After every right of reply to which this Rule refers, a vote shall be taken without further discussion.

**RULE 23 – WITHDRAWAL OF MOTION**

A motion or amendment may be withdrawn by the mover with the consent of her/his seconder and of the meeting, which shall be signified without discussion. No member may speak upon it after the mover has asked permission for its withdrawal, unless permission to withdraw it has been refused in which case it remains open for debate.

**RULE 24 - NO SPEECHES UNTIL MOTION SECONDED**

No speeches may be made after the mover has moved a motion and explained the purpose of it until the motion has been seconded.

**RULE 25- CONTENT AND LENGTH OF SPEECHES**

A member shall direct her or his speech to the question under discussion or to a personal explanation or to a point of order (see Rule 27 below). A Member proposing a motion, when presenting a report from such a body, will be allowed no more than 5 minutes for her or his speech. No other speech by any member or invited other person will exceed 3 minutes.

**RULE 26 - CLOSURE MOTIONS**

A member who has not spoken in a debate may move without comment at the conclusion of a speech of another member

“That the meeting proceed to the next business”,

“That the question be now put” *(In effect “That the vote be now taken”)*,

“That the debate be now adjourned”, or

“That the meeting do now adjourn”,

on the seconding of which the Chair shall proceed as follows:-

(a) On a motion “to proceed to next business”: unless in her/his opinion the matter before the meeting has been insufficiently discussed, the Chair shall first give the mover of the original motion a right of reply, and then put to the vote the motion “to proceed to the next business”.

(b) On a motion “that the question be now put”: unless in her/his opinion the matter before the meeting has been insufficiently discussed, the Chair shall first put to the vote the motion “that the question be now put”. If that motion is passed, the Chair will invite the mover of the original motion to exercise her/his right of reply before putting that original motion to the vote.

(c) On a motion “to adjourn the debate or the meeting”: if in her/his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, the Chair shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply.

**RULE 27- POINTS OF ORDER/POINTS OF PERSONAL EXPLANATION**

A member may indicate a “point of order” or a “point of personal explanation” and shall be entitled to be heard immediately.

(a) A "Point of Order" shall relate only to an alleged breach of a Procedural Rule or statutory provision. The member shall specify the Procedural Rule or statutory provision and the way in which s/he considers it has been broken.

(b) A "Personal Explanation" shall be confined to some material part of the member's former speech which may appear to have been misunderstood in the present debate.

The ruling of the Chair on a point of order, or on the admissibility of a personal explanation, shall be final.

**RULE 28 - VOTING**

Since the Forum will be advisory and consultative only, with no delegated decision-making powers, both Bath & North East Somerset Council elected members and co-opted members may have voting rights on the Forum

The Bath City Forum will seek to operate by consensus wherever possible. Where there is a vote, this shall be by simple majority, subject to the quorum of the meeting being met.

Subject to the provisions of any enactment all questions coming or arising before the meeting shall be decided by a majority of the Members of the Forum (or other persons entitled to vote) present and voting.

The Chair shall ensure that that the proposal to be voted on is clear. Voting will proceed by a show of hands – first those voting “for” the proposal and then those voting “against” the proposal. This will be followed by a show of hands from those who are abstaining from voting.

If on any vote the numbers “for” and “against” a proposal are equal, the proposal is NOT CARRIED and it therefore falls. The record of the meeting will reflect the “NOT CARRIED” status of the proposal.

While by convention in this Authority, the Chair does not exercise a second or casting vote to resolve issues where there is an equality of votes, the decision on whether or not to exercise a second or casting vote is that of the Chair alone. They retain the right to proceed as they see fit. Exercise of a second or casting vote will not invalidate the decision.

*(A second vote from the Chair means that they have voted in the original vote which resulted in tied numbers and votes again to break the deadlock.*

*A casting vote is exercised when the Chair did not take part in the original vote and casts a vote in favour or against in order to break the deadlock.)*

If before a vote is taken, a member proposes it, and 6 other members agree, a named vote will be taken of those in favour of or against a proposal, and those abstaining from voting. This information will be recorded in the minutes of the meeting.

Any member is entitled on request made through the Chair at the meeting to have her/his individual vote or abstention recorded in the minutes.

RULE 29 - DISORDERLY CONDUCT

If at a meeting any member of the Forum, in the opinion of the Chair, misconducts her/himself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the meeting, the Chair or any other member may move "that the member named be not further heard", and the motion if seconded shall be put and determined immediately without discussion.

If the member named continues the misconduct after a motion under the foregoing paragraph has been carried the Chair shall -

EITHER move "that the member named leave the meeting" (in which case the motion shall be put and determined immediately without seconding or discussion):

OR adjourn the meeting for such period as s/he shall consider expedient.

In the event of general disturbance, which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair in addition to any other power vested in her/him may, without question put, adjourn the meeting of the Forum for such period as s/he in her/his discretion shall consider expedient.

Members shall at all times conduct themselves in a proper, efficient, effective and courteous manner affording due respect to the office of the Chair and to the formality of the Forum meeting

RULE 30 - DISTURBANCE BY MEMBERS OF THE PUBLIC

If a member of the public interrupts the proceedings at any meeting the Chair shall issue a warning. If the person continues the interruption, the Chair shall order the person’s removal from the meeting room. In case of general disturbance in any part of the chamber open to the public the Chair may order that part of the meeting room to be cleared and / or may adjourn the meeting for such period as they at their discretion shall consider expedient.

RULE 31– DURATION OF FORUM MEETING

No meeting of the Forum will continue beyond 9pm.

A meeting may decide, on a proposal from the floor, to continue its proceedings to end at a time stated in its resolution arising from such a proposal.

If the meeting is unable to complete its business by 9pm, and does not agree to continue beyond that time, or fails to complete its business by the alternative end time it has agreed under this Rule, the meeting will automatically stand adjourned. Any item of business being dealt with at the time of the adjournment will be put immediately to the vote. All uncompleted business will stand adjourned to be considered at the next meeting or to an adjourned session. The Chair or the meeting may decide the date and time of the adjourned session