



Hartlepool
Borough Council

Requisition to call an Extraordinary Council

1. The Elected Members named below present to the Chair this request to call a Council meeting in addition to the Ordinary Council Meetings in accordance with Council Procedure Rule 3.1.

Note: This requisition calling for an extraordinary meeting must be signed by any five Elected Members of the Council and be presented to the Chair of the Council. In the event that the Chair refuses to call a meeting or has failed to call a meeting within seven days from the date of the presentation of this requisition, as the case may be, those Elected Members may forthwith call an extraordinary meeting of the Council.

The Chief Executive shall have responsibility to provide at least five clear days notice of the time and place of the intended meeting, which shall be published at the Council's offices; and where the meeting is called by elected members of the Council the notice shall be signed by those elected members and shall specify the business proposed to be transacted thereat and the summons to attend shall be signed by the Chief Executive as the Proper Officer of the Council

Councillor	Position and Party Group	Signature
1.		
2.		
3.		
4.		
5.		

2. What is/are the reason(s) for requesting an Extraordinary Council?

Lead Councillor:

Signed:

Date:

For office use only

