

**APPENDIX B CHANGES TO CONSTITUTION: PART 5, Section 5 (a) Chairman’s and (b) Vice-Chairman’s Protocols**

Current Requirement		Proposed Requirement		Reason for Change
Part 5, Section 5(a): Chairman’s Protocol	<p>The Chairman’s Role: Job Description: Duties and Responsibilities:</p> <p>9. Sealing of documents to be executed on the Council's behalf. The Vice-Chairman is authorised to sign in the Chairman's absence.</p>	Part 5, Section 5(a)	<p>The Chairman’s Role: Job Description: Duties and Responsibilities:</p> <p>Delete Requirement 9. and correct subsequent paragraph numbering accordingly.</p>	<p>To remove inconsistency within the Constitution in respect of the Sealing of Documents; where:</p> <p>Part 2, Para 14.05 delegates sealing of documents to the Head of Paid Service, but the protocols relating to the roles of Chairman and Vice-Chairman of Council were not updated at the same time.</p>
Part 5, Section 5(a): Chairman’s Protocol	<p>11. Sealing of Documents</p> <p>11.1 It is a duty of the Chairman's office to sign documents to be executed on the Council's behalf and the Chairman’s Office will arrange accordingly.</p> <p>11.2 The Vice-Chairman is authorised to sign in the Chairman's absence.</p>	Part 5, Section 5(a): Chairman’s Protocol	<p>Replace with the following, this will ensure that the remaining paragraph numbering is not affected.</p> <p>11. Section deleted</p>	
Part 4, Section 5(b): Vice-Chairman’s Protocol	<p>4. Sealing of Documents</p> <p>The Vice-Chairman is authorised to sign in the Chairman's absence.</p>	Part 5, Section 5(b): Vice-Chairman’s Protocol	<p>Replace with the following, this will ensure that the remaining paragraph numbering is not affected.</p> <p>4. Section deleted</p>	