

Article 2 – Members of The Council

This Article 2 sets out the roles and responsibilities of the Members of the Council otherwise known as Councillors.

2.01 Composition and eligibility

- (a) The Council consists of 39 elected members, known as Councillors. A Councillor is elected to represent one of the 13 wards in Exeter, with each ward electing three Councillors to serve on the Council.
- (b) To be eligible for the office of Councillor, an individual must be a registered voter in the City of Exeter or must live or work within the City of Exeter.

2.02 Election and Terms of Councillors

- (a) The ordinary election for one-third of all Councillors will take place on the first Thursday in May each year starting from 2020. There will however be no regular election in 2021 and every fourth year thereafter.
- (b) The terms of office of Councillors will be for four years:
 - (i) commencing on the fourth day after being elected; and
 - (ii) finishing on the fourth day after the date of the regular election four years later.

2.03 Ending a Councillor's Term

- (a) A Councillor may resign their position at any time by giving notice in writing to the Returning Officer and the resignation will be effective upon its receipt. A copy of the resignation shall also be sent to the Monitoring Officer.
- (b) If a Councillor does not attend any meeting of the Council for a continuous period of six months, they will cease to be a member of the Council unless the absence is due to a valid reason approved by the Council before the end of that period. Attendance may include meetings of any committee, sub-committee, joint committee, joint board or body where the Council's functions are carried out.
- (c) In the event of Article 2.3 (a) or (b) being engaged, the Council will arrange for a new Councillor to be elected by way of a by-election.

2.04 Roles and functions of all Councillors

- (a) **Key roles.** All Councillors will:
 - (i) collectively be the ultimate policymakers and carry out a number of strategic and corporate management functions;
 - (ii) represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;
 - (iii) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
 - (iv) balance different interests identified within the ward and represent the ward as a whole;
 - (v) be involved in decision-making;
 - (vi) be available to represent the Council on other bodies;

- (vii) maintain the highest standards of conduct and ethics; and
- (viii) contribute to the good governance in the City of Exeter and actively encourage community participation and citizen involvement in decision making; and
- (ix) participate, as appropriate, and attend any mandatory training and development opportunities offered by the Council.

(b) Rights and duties

- (i) Councillors have rights of access to documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (ii) Councillors will not disclose any information which is considered confidential or exempt to the public without the consent of the Council. Councillors will also not divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.
- (iii) All agenda, reports and other documents and all proceedings of Committees, Sub-Committees and the Executive shall be treated as confidential unless and until they become public in the ordinary course of the Council's business
- (iv) For these purposes, "confidential" and "exempt" information are defined in the Access to Information Rules in Part 4 of this Constitution.

2.05 Conduct

Councillors will at all times observe the Members' Code of Conduct and the Protocol on member/officer relations set out in Part 5 of this Constitution.

2.06 Allowances

Councillors will be entitled to receive allowances in accordance with the Members' Allowance Scheme set out in Part 6 of this Constitution.