

## **Glossary**

The Constitution uses a number of words or phrases that have a certain meaning. Some of these are defined in legislation.

Although every effort has been made to use plain language, some words or phrases need explanation:

<b>Cabinet</b>	The Leader and up to 9 members who s/he appoints to make decisions about the executive work of the Council.
<b>Proper Officer</b>	The Council employee who has responsibility for a particular task.
<b>Working days</b>	The days when the Council is open for business. Statutory and local holidays, and weekends are not working days.
<b>Clear working days</b>	Whole days between one action and another. So, the day of a meeting and the day an agenda is published do not count.
<b>Executive</b>	Everything the Council does except those things undertaken by the full Council, the Development Control, Licensing and Regulation Committees and the Overview and Scrutiny Committees. The executive includes the work of the Cabinet and staff.
<b>Petition</b>	A formal written request, signed by more than one person, appealing to the Authority.
<b>Quorum</b>	The minimum number of voting Members that must be present at any meeting of the Council, Cabinet or its Committees to constitute a valid meeting.