



CORPORATE SERVICES PORTFOLIO COMMITTEE
IKOMITI YEMICIMBI YESEBE LEENKONZO ZEZIKO
PORTEFEULJEKOMITEE OOR KORPORATIEWE DIENSTE

1. ITEM NUMBER: CRSPC 02/10/24

2. SUBJECT

APOLOGIES / LEAVE OF ABSENCE

IZINGXENGXEZO / IZICELO ZOKUNGABIKHO

VERSKONINGS / AFWESIGHEIDSVERLOF

3. DISCUSSION

The attention of Councillors is directed to Rule 9 of the Rules of Order Regulating the Conduct of Meetings of Section 79 and 80 Committees of the Council of the City of Cape Town, as approved by Council on 15 December 2021 (vide Item C08/12/21):

9.3 *Application for leave of absence (both partial or full) from a meeting of a Committee must be addressed to the Chief Whip in terms of Part 4 Delegation 1(1) of the Council's System of Delegations, on the prescribed form to be signed and dated by the member. In the event of the member having to leave during the meeting due to some urgent matter, e.g. death of someone or some other incident, the member is to personally advise the Chairperson before leaving and submit an application within 14 days after the event.*

9.4 *The Chief Whip may only consider applications for leave of absence which are in writing with exceptions of incidents or urgency as which are dealt with as set out in Rule 9.3 above. Applications for leave of absence which are not in writing may not be considered.*

At the time of the agenda compilation, no applications for leave of absence were received from the Office of the Chief Whip.
