

QUORNDON PARISH COUNCIL
STANDING ORDERS

1. MEETINGS OF COUNCIL

The Annual Meeting of the Council shall be held in the Council Room immediately prior of the Ordinary Meeting of the Council held in May except in an election year where it will be held within 14 days after the ordinary day of elections to the Council.

Ordinary Meetings of the Council shall be held on the first Tuesday of every month unless otherwise determined by the members.

Special Meetings may be called on the authority of the Chairman, or on the requisition in writing by at least three other members to the Clerk to the Council.

The date of the Annual Parish Meeting shall be fixed at the Annual Meeting of Council.

Members shall receive at least three clear days notice in writing of any meeting except when in the view of the Chairman this is not possible.

All meetings of the Council (except those taken in committee) shall be advertised by public notice affixed to the Council notice board.

2. ORDER OF BUSINESS

ANNUAL COUNCIL MEETING - unless the Council otherwise decide the order of business shall be:-

1. To receive apologies
2. Election of Chairman for the ensuing year.
3. Election of Vice-chairman for the ensuing year.
4. *Election of a Responsible Financial Officer (RFO).*
5. *To appoint an internal auditor.*
6. *To appoint Council representatives to committees and external organisations.*
7. To fix the date of the Annual Parish Meeting.

MONTHLY MEETING - unless the Council otherwise decide the order of business shall be:-

1. To receive apologies

2. To receive and approve as a true record the Minutes of the last meeting of the Council, following which the Chairman shall put the question that the Minutes be signed as a true record. No motion or discussion shall take place upon the Minutes except upon their accuracy. The Chairman shall then sign them.
3. Matters arising from the Minutes.
4. Matters left over from the last meeting.
5. County Council matters.
6. Borough Council matters.
7. Correspondence received.
8. To deal with any Resolutions which have been received by the Clerk at least 5 days prior to the publication of the Agenda.
9. Planning applications.
10. Schedule of payments
11. Any other business

3. RULES OF DEBATE

A motion or amendment shall not be discussed unless it has been proposed and seconded.

A member shall only speak during discussion with the permission of the Chairman.

A member shall direct his speech to the question under discussion or to an explanation or to a point of order.

An amendment shall be:-

- To leave out words
- To insert or add words, or
- A combination of the above.

No amendment may introduce a new proposal not under discussion or have the effect of negating the motion before the Council.

If an amendment be rejected by vote other amendments may be moved to the original motion.

If an amendment is carried, the motion as amended shall replace the original motion as the motion under discussion.

A further amendment shall not be put until the previous amendment has been disposed of.

A member may at the conclusion of a speech by another member move without comment:-

- (a) That the question be now put
- (b) That the debate be now adjourned
- (c) That the Council proceed to the next business, or
- (d) That the Council do now adjourn

Providing the motion is seconded the Chairman shall, providing in the case of (a), (b) or (c) in his opinion the matter before Council has been sufficiently discussed, subject to the Right of Reply given by Standing Order 4, put this motion to the vote without further discussion, and if it is carried it shall be implemented forthwith.

A member may rise to a Point of Order or in personal explanation but the latter must be confined to clarifying a misunderstood material part of his speech by him at the same meeting. A member so rising shall be heard forthwith.

The ruling of the Chairman on a Point of Order or on the admissibility of a personal explanation is not open to discussion.

Whenever the Chairman rises during a debate the member then speaking shall be silent.

A motion or amendment may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Council, which shall be signified without discussion, and no member shall speak further upon it unless permission to withdraw is refused by the Chairman.

When a motion is being debated no other motion may be moved except:-

- (a) To amend the motion
- (b) To adjourn the meeting
- (c) To adjourn the debate
- (d) To proceed to the next business
- (e) That the question be now put
- (f) That a member be not further heard
- (g) That a member do leave the meeting
- (h) That the subject of debate be referred back to a committee
- (i) That the public be excluded
- (j) That the Council resolve into Committee
- (k) That Standing Orders be suspended.

4. RIGHT OF REPLY

The proposer of a motion has a right of reply at the close of the debate on that motion, immediately before it is put to the vote, or before any of the following motions is put:-

- That the debate be now adjourned.
- That the Council proceeds to the next business, or
- That the Council do now adjourn.

If an amendment is proposed he/she is also entitled to reply at the end of the debate on this.

5. ALTERATION OF MOTION

A member may, with the consent of his/her seconder, and with the consent of the Council without discussion, alter a motion which he has proposed or of which notice has been given if the alteration is one which could have been moved as an amendment thereto.

6. VOTING

Every question shall be determined by show of hands and on the requisition of any member the voting shall be recorded to show how each member voted. Any such request for a recorded vote must be made before the vote on the item under discussion is taken. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote if he/she so desires.

7. RESCISSION OF RESOLUTION

No motion may be rescinded within a period of three months after the meeting at which it was passed by the Council, and any rescission must be carried by a two-thirds majority vote of members present. Notice of motion of rescission must be given in accordance with Standing Orders.

8. DISORDERLY CONDUCT

If at a meeting of the Council any member misconducts himself/herself persistently disregarding the ruling of the Chairman or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Council, a member may move:-

- That the member named be not further heard, or
- That the member named leave the meeting.

The motion if seconded shall be put and voted on without discussion.

If after the motion has been carried the member named refuses to obey the decision, and in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman has the authority to adjourn or suspend the meeting for such period as he considers expedient.

9. ADMISSION OF THE PUBLIC TO MEETINGS

The public shall be admitted to all meetings of the Council not being meetings in Committee, so far as there is accommodation, but;

- (a) The Council may temporarily exclude the public if, owing to the special nature of the business being dealt with or about to be dealt with, they deem such exclusion advisable in the public interest. Such decision to be taken by a majority vote.
- (b) If a member of the public interrupts the proceedings the Chairman may, after warning, order his removal from the Council Room.

10. POWER TO RESOLVE INTO COMMITTEE

Any meeting of the Council may be resolved into Committee on matters affecting employees, or for any discussion which the members decide is in the public interest to have in Committee, and for no other reason. Before resolving into Committee, a proposal must be made and all the rules of debate adhered to.

11. APPOINTMENT OF COMMITTEES

The Council may appoint Committees other than those appointed at the Annual General Meeting at any time, but such appointments shall not extend beyond the next Annual Meeting, and may be dissolved prior to that. The Council will at the same time appoint the Chairman of such Committees.

The Council shall fix the date and time of such a Committee's first meeting, subsequent ordinary meetings shall be held as business demands, the date and time being fixed by the Chairman of such Committee.

12. APPOINTMENT OF SUB-COMMITTEES

The Council or any Committee may appoint Sub-Committees for specified purposes, but no act of a Sub-Committee shall have effect until approved by the Council or Committee as appropriate.

The Council may delegate authority to the Chairman of the Council and at least one other member on any matter it deems appropriate.

13. ELECTION OF TEMPORARY CHAIRMAN

In the absence of the Chairman and Vice-chairman of a meeting, members shall elect another member present to act as Chairman for that meeting.

14. SPECIAL MEETINGS OF COUNCIL

The Chairman of a Committee may summon a Special Meeting of that Committee at any time, as may three members of a Committee in writing to the Clerk to the Council. The business of a Special Meeting shall be restricted to the business on the Agenda of the notice of the meeting.

15. CONFIDENTIALITY OF PROCEEDINGS

The public will be excluded from meeting of the Council in Committee and members shall not disclose any matter discussed at such meetings without the Council's permission.

The proceedings of Committees and Sub-committees must not be disclosed to members of the general public.

16. EXPENDITURE

Any motion which affects expenditure not provided for in the current year's estimates shall first be reported upon by the *Responsible Financial Officer*, except when time is of the essence when the motion may be decided by the Council.

All cheques shall be signed by two members of the Council and countersigned by the Clerk to the Council.

Any business relating to financial matters will be undertaken in accordance with the adopted financial regulations.

17. MEMBERS' INTERESTS AND CONDUCT

All members agree to observe the code of conduct adopted by the Council.

If a member believes that he or she has a personal interest (as defined by the code) in any matter to be discussed at a meeting of the Council or any of its committees or sub-committees, the existence and nature of that interest must be openly declared before any discussion takes place.

If any member thinks that their personal interest may be prejudicial, in that it might be seem as likely to affect their judgement of the public interest, then that member should leave the room whilst the matter is being considered and take no part in any discussion.

18. VOTING ON APPOINTMENTS

When there are more than two persons nominated for any position for any position to be filled by the Council, and of the votes given there is not an absolute majority in favour of one person, the name of that person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until an absolute majority in favour of one person is obtained.

19. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

Canvassing of members of the Council or of any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate for such appointment. The purport of this paragraph shall be included in every advertisement inviting applications for appointments, or in the form of application.

A member of the Council shall not solicit for any person any appointment or promotion under the Council, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for employment or promotion.

20. QUORUM

Except where authorised by the Council, business shall not be transacted at any Council meeting having less than 4 members present, at any Standing Committee with less than 3 members present or at any other meeting with less than half of its members present.

This rule does not apply to the Annual Parish Meeting.

21. INSPECTION OF MINUTES

All Minutes of Council and Committee meetings shall be available for inspection by members at such meetings, and by members of the public *on the Council notice board* and in the public library.

22. APPLICATION OF STANDING ORDERS TO COMMITTEES

The Standing Orders of the Council as to the rules of debate at Council meetings, and the Standing Orders as to the Interest of members in contracts and other matters shall with the necessary changes apply to all committee procedures.

23. VARIATION AND REVOCATION OF STANDING ORDERS

Any motion to vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of Council.

24. SUSPENSION OF STANDING ORDERS

Any business of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved. Any such motion has to be carried by at least two-thirds of the members voting. Any motion to suspend Standing Orders may only be put if at least two-thirds of the whole number of members eligible to attend are present.

A copy of these Standing Orders shall be given to each member of the Council by the Clerk on completion of the members Declaration of Acceptance of Office.

The foregoing amended Standing Orders were adopted at meeting of the Quorndon Parish Council held on 4th February 2003

Chairman

Clerk to the Council

