

MODEL STANDING ORDERS FOR COMMUNITY COUNCILS

1.0 CHAIR

1.1 The Chair shall be responsible for the general conduct of the meetings and shall, among other things -

- (a) preserve order and ensure that every Community Council member has a fair hearing;
- (b) decide on all matters of order, competency and relevancy;
- (c) determine all questions of procedure in reference to which no express provision is made in legislation or under these Standing Orders.

1.2 The ruling of the Chair on all matters within his/her jurisdiction as Chair is final.

1.3 In the case of an equality of votes at any meeting of the Community Council, the Chair, or in his/her absence, the Vice-Chair, shall have a second or casting vote, except where the matter which is the subject of the vote relates to the appointment of a member of the Community Council to any particular office or Committee, in which case the decision shall be by lot.

2.0 CONDUCT

2.1 At meetings of the Community Council -

- (a) the Chair, or in his/her absence, the Vice-Chair, shall take the chair; in the absence of the Chair and Vice-Chair, the members present shall appoint one of their number to be Chair for the meeting;
- (b) every member of the Community Council shall address the Chair;
- (c) the Chair shall be heard without interruption;
- (d) if any member of the Community Council disregards the authority of the Chair, or is guilty of obstructive or offensive conduct, a motion may be moved and seconded to suspend the member for the remainder of the meeting; the motion shall be put without discussion and, if carried, such member shall then immediately leave the meeting; and
- (c) the Chair shall be entitled, in the event of any disorder arising, to adjourn the meeting to a time he/she may then or afterwards fix.

3.0 **MEETINGS OF THE COMMUNITY COUNCIL**

3.1 The Community Council shall meet *[insert venue]*

4.0 **NOTICE OF COMMUNITY COUNCIL MEETINGS**

4.1 Public notice of the time and place of a Community Council meeting shall be given by posting it [3] clear days at least before the meeting, or if the meeting is convened at shorter notice, then at the time it is convened.

4.2 Notification to members of the time and place of the meeting shall be given by being left at or sent by post or by e-mail to the usual place of residence, or the place of business of every member of the Community Council at least [6] days before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened.

5.0 **ADJOURNMENT OF MEETING**

5.1 The Community Council may adjourn any meeting to such time as the Chair and Secretary may then or afterwards fix.

5.2 When an adjourned meeting is resumed, proceedings shall commence at the point at which they were broken off at the adjournment.

6.0 **QUORUM**

6.1 A quorum shall consist of the greater of at least 40% of the actual number of elected members or three of such members of the Community Council entitled to vote upon the question before the meeting.

6.2 If a quorum is not present, the Chair shall adjourn the meeting for 15 minutes and, after this time has passed, the Chair shall close the meeting if a quorum is still not present.

6.3 (a) No business shall be transacted at a meeting of the Community Council unless the greater of at least 40% of the actual number of elected members or three of such members of the Community Council are present.

(b) Nothing in Standing Orders 6.1 and 6.2 shall preclude members of the Community Council agreeing to continue to meet where the meeting would otherwise be inquorate to discuss business in which event the Secretary or such other person appointed by members present shall take a note of the discussion and recommendations of the members and the note shall be submitted to the next meeting of the Community Council for decision by the Community Council.

6.4 Subject to Standing Order 6.1, the proceedings of the Community Council shall not be invalidated by reason of any vacancy among the members, or any defect in the appointment of any member.

7.0 **APPROVAL OF MINUTES**

- 7.1 At each Community Council meeting the minutes of the previous meeting shall be submitted for approval. After the minutes have been approved as a correct record of the meeting to which they relate, subject to or without amendment, they shall be signed by the Chair.

8.0 **MOTIONS AND AMENDMENTS**

- 8.1 Every motion, or amendment, shall be moved and seconded and shall, if required by the Chair, be reduced to writing and handed to the Secretary, and in that case shall be then read before it is further discussed or put to the meeting. A member shall not move or second more than one amendment upon a motion.
- 8.2 A member who speaks shall speak strictly to the motion under discussion, or to a motion or amendment to be proposed by himself, or to a point of order.
- 8.3 A motion or amendment once moved and seconded, shall not be withdrawn without the consent of the mover and seconder thereof.
- 8.4 Every amendment must be relevant to the motion to which it is moved. The Chair shall decide as to the relevancy and shall have the power, with consent of the meeting, to conjoin motion or amendments which are not inconsistent with each other.
- 8.5 All additions to, omissions from, or variations upon a motion shall be considered as amendments to the motion and shall be disposed of accordingly.

9.0 **VOTING**

- 9.1 Voting shall be by a show of hands, unless one third of the members present and entitled to vote at the meeting signify their objection. The Community Council will then require to decide whether the vote should be taken by ballot or by calling the roll.
- 9.2 When only one amendment is made upon a motion, the vote shall be taken between the amendment and the motion in that order. Where there is more than one amendment, the amendment last proposed shall be put against that immediately preceding, and then the one which is carried shall be put against the next preceding, and so on until there remains only one amendment. this amendment shall then be put against the motion and whichever is carried shall be the finding of the meeting.

10.0 **REVOKING, CANCELLING OR REPEALING (RESCISSION OF) PREVIOUS RESOLUTIONS**

- 10.1 No resolution of the Community Council shall be altered or revoked within six months of its adoption, except by a Notice of Motion to that effect, specified in the circular calling the meeting.

11.0 **DECLARATIONS OF INTEREST**

11.1 Whether before or during any meeting of a Community Council a member of that Council becomes aware that he/she or any person connected with him/her has an interest in or relating to any matter to be or being considered he/she shall declare such interest. A member who declares a financial interest, or a non-financial interest which he/she considers would cause a member of the public, knowing all the relevant facts and acting reasonably, to form the view that he or she might be influenced by that interest shall withdraw from the meeting during such consideration and shall not speak or vote on any question relating to the matter. Such declarations of interest shall be recorded in the minutes of the meeting.

12.0 **REQUIREMENT OF CONFIDENTIALITY**

12.1 Any information presented in confidence to the Community Council or any matter discussed in confidence at a meeting of the Community Council shall be treated as confidential to the Community Council by any person -

- (a) to whom such information has been presented; or
- (b) who was present during any such discussion of it.

13.0 **PUBLIC ACCESS TO MEETINGS**

13.1 A meeting of the Community Council shall normally be open to all members of the public.

13.2 The Community Council may, however, decide to excuse the public from a meeting or part of a meeting where -

- (a) information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the Community Council;
- (b) information relating to the financial or business affairs of any particular person (other than the Community Council);
- (c) any terms proposed or to be proposed by or to the Community Council in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services relating to that Community Council;
- (d) any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:-
 - (i) any legal proceedings by or against the Community Council; or
 - (ii) the determination of any matter affecting the Community Council (whether, in either case, proceedings have been commenced or are in contemplation).

14.0 **COMMITTEES**

- 14.1 The Community Council shall appoint such committees or sub-committees as they consider necessary.
- 14.2 The Standing Orders of the Community Council shall also be Standing Orders of committees or sub-committees.

15.0 **SUSPENSION OF STANDING ORDERS**

- 15.1 With the exception of Standing Orders 6.4, 11, 12 and 13 any one or more of these Standing Orders may be suspended except where such suspension might lead to an action contrary to law, provided that at least two thirds of the members present vote to do so.