

HADNALL PARISH COUNCIL

STANDING ORDERS

Adopted 10th November 2014

1. MEETINGS OF THE COUNCIL

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- b) Members of the public may attend meetings and make representations, give evidence or answer questions at the appropriate part of the meeting.
- c) Smoking is not permitted at any meeting of the Council.

2. THE STATUTORY ANNUAL MEETING

- a) In an election year, the Annual Parish Council meeting shall be held on or within 14 days following the day on which the councillors elected take office and;
- b) In a year which is not an election year, the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.
- c) In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

3. COUNCIL SUMMONS

At least 5 clear days before any meeting of the council, a notice and agenda for the meeting shall be sent to every member of the Council.

4. APPOINTMENT OF CHAIRMAN

The first business of the Annual Meeting shall be to elect the Chairman.

5. APPOINTMENT OF VICE-CHAIRMAN

The Council shall at the Annual Meeting appoint a Vice-Chairman.

6. CHAIRMAN OF MEETING

- a) If the Chairman is absent or leaves the Chair during a meeting, the Vice-Chairman shall preside.
- b) If both the Chairman and Vice-Chairman are absent, the Clerk will call the election of a member to preside.
- c) All powers or duties assigned to the Chairman in relation to the conduct of a meeting, shall be exercised by the person presiding at the meeting.

7. PROPER OFFICER

Where a statute, regulation or order confers functions or duties on the proper officer of the Council, in the following cases he or she shall be the Clerk or the nominated officer:

- o To receive declarations of acceptance of office;
- o To receive and record notices disclosing interests at meetings;
- o To receive and retain plans and documents;
- o To sign notices or other documents on behalf of the Council;
- o To sign and issue the summons to attend meetings of the Council;
- o To keep proper records for all Council meetings.

8. QUORUM

- a) A quorum of the Council shall be one third of full council.
- b) If there should not be present a quorum of the Council, no meeting shall take place and the Chairman shall call for fresh notices of a meeting to be issued for such day as he or she shall determine.

- c) If at any time during any meeting of the Council the Chairman, after counting the number of members present, declares that there is not a quorum present, the meeting shall stand adjourned.
- d) The consideration of any business not transacted shall be adjourned to the next meeting of the council.

9. ORDER OF BUSINESS

Except as otherwise provided, the council will at every meeting:

- o Elect a person to preside if the Chairman and Vice-Chairman are absent;
- o Read and approve as a correct record, the minutes of the last meeting of the Council;
- o Dispose of any matters arising from the last meeting:
- o Receive reports from the Chairman, Vice Chairman and Officers;
- o Receive reports from members of the council.

9b) ORDER OF BUSINESS

The order of business may be varied:

- o At the discretion of the Chairman.
- o By a resolution passed on a motion duly moved and seconded which shall be moved and put without discussion:
- o A special meeting of the Council shall not address any business not referred to in the resolution of the Council, directing the summoning of such meeting, or in the requisition requiring the summoning.

10. COUNCIL MINUTES

Any question on the accuracy of the minutes shall be raised. If no such question is raised or, if it is raised, as soon as it has been disposed of, the Chairman shall put the question "that the minutes of the Council held onbe signed as a true record".

11. REPORTS BY MEMBERS

A member of the Council may present a report to a meeting of the Council concerning the activities of any outside body of which he is a member on behalf of the Council.

12. RULES OF DEBATE FOR COUNCIL AND OTHER MEETINGS

A motion other than a procedural one or amendment shall not be discussed unless it has been proposed and seconded.

- a) Only one member to speak at a time: A member, when speaking, shall address the Chairman.
- b) Contents of speeches: A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order.
- c) When a member may speak again: A member who has spoken on any motion, shall not speak again whilst it is the subject of debate, except to i) speak on a subsequent amendment; ii) to exercise a right of reply or iii) to raise a point of order. A member should speak for no more than 3 minutes.
- d) Amendments to Motions: i) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment has been put to the vote, except that the Chairman may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business; ii) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- e) Withdrawal of Motion: A motion or amendment may be withdrawn by the mover with the consent of his seconder and the Council.
- f) Right of Reply: The mover of the motion has a right to reply at the close of debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.
- g) Motions Which May be Moved during Debate: When a motion is under debate no other motion shall be moved except the following:

- to amend the motion;
 - to adjourn the meeting;
 - to adjourn the debate;
 - to proceed to the next business;
 - that the question be now put;
 - that a member be not further heard;
 - that a member be excluded from the meeting
- i) on a motion to proceed to next business: unless in his opinion the matter before the meeting has been insufficiently discussed, the Chairman shall first give the mover of the original motion a right of reply, and then put to the vote a motion to proceed to the next business;
 - ii) on a motion that the question be now put, unless: in the Chairman's opinion the matter before the meeting has been insufficiently discussed, the Chairman shall first put to the vote the motion that the question be now put, and if it is passed, then give the mover of the original motion his right of reply before putting his motion to the vote;
 - iii) on a motion to adjourn the debate or the meeting: if in the Chairman's opinion the matter before the meeting has not been sufficiently discussed, the Chairman shall put the adjourned motion to the vote without giving the mover of the original motion his right of reply on that occasion.
- h) Points of Order: A member may rise on a point of order and shall be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order and a member shall specify the Standing Order and the way in which he considers it has been broken.
 - i) Point of Information: A member may rise to give information. The information must be factual and relevant to the issue under discussion and may include a correction to an error of fact made by another member but may not be raised after the mover of a motion has exercised the right of reply at the close of the debate.
 - j) Chairman's Ruling: The ruling of the Chairman on a point of order or a point of information shall be final.
 - k) Respect for the Chair: Whenever the Chairman rises during a debate, the Council shall be silent.
 - l) Advice from the Clerk: The Chairman shall call on the Clerk to advise the Council as appropriate.

13. INTERPRETATION OF STANDING ORDERS

The ruling of the Chairman, on the advice of the Proper Officer, as to the application of these Standing Orders or as to the proceedings of the Council, shall be final.

14. DISORDERLY CONDUCT

If at a meeting, any member of the Council misconducts themselves by persistently disregarding the ruling of the Chairman or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Council, the Chairman or any other member may move "that the member named be not further heard", and the motion, if seconded, shall be put and determined without discussion.

If the member named continues his misconduct after a motion under the foregoing paragraph has been carried, the Chairman shall: either move "that the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting of the Council for such period as he or she at his or her discretion shall consider expedient.

15. GENERAL DISTURBANCE

In the event of general disturbance which, in the opinion of the Chairman, renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power vested in him or her may, without question put, adjourn the meeting of the Council for such a period as he or she, at their discretion, shall consider expedient.

16. VOTING

The method of voting at meetings of the Council shall be by show of hands, unless requested by majority resolution that it shall be by ballot. In the event of an equality of votes the Chairman of the meeting shall have a second or casting vote.

17. VOTING ON APPOINTMENTS

Where there are more than two persons nominated for any position to be filled by the Council, and, of the votes cast there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until an overall majority of votes is given in favour of one person. If two or more persons have equal votes, a vote should be taken to decide who shall remain in the ballot and whose name shall be struck off the list.

18. RECORD OF ATTENDANCE

The presence of a member of the Council shall be recorded.

19. STANDARDS BOARD/MONITORING OFFICER, SHROPSHIRE COUNCIL.

Whilst it is accepted that all members of the Parish Council have the right to refer concerns regarding actions taken by members of Hadnall Parish Council to the Standards Board/Monitoring Officer, such concerns must first be raised at a Full meeting of the Parish Council in order that these concerns may be discussed openly in an attempt to resolve issues satisfactorily, without the involvement of the Standards Board/Monitoring Officer.

20. INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

- a) If any member of the Council has any pecuniary interest in any contract, proposed contract or other matter, that member shall withdraw from the meeting while the matter is under consideration by the Council unless: the contract, proposed contract, or other matter is under consideration by the Council as part of the report of a Committee and is not itself the subject of debate;
- b) At a Parish Council Meeting on Monday 10th November 2014, members unanimously agreed to pass a resolution adopting the revised Code of Conduct including paragraph 12(2). No other amendments were made to the Model Code of Conduct and it came into effect for Hadnall Parish Council on that date.
- c) At the Parish Council Meeting on Monday 10th November 2014, members revisited the Standing Orders for Hadnall & unanimously agreed to this addition to our Standing Orders: *"Members of the public may attend meetings and make representations, give evidence or answer questions at the appropriate part of the meeting"*.
- d) Councillors should declare any interest on any item on the agenda for discussion and this is to be recorded in the minutes. A declaration can be made at any point during the meeting. If a declaration is made, a Councillor may speak for no more than 3 minutes during the public session of the meeting.

21. MEMBERS NOT TO CONTRACT

No member of the council shall enter or purport to enter, either orally or in writing, into any contract on the Council's behalf.

22. PROCEEDINGS TO BE CONFIDENTIAL

All agendas, reports and other documents which are marked "not for publication" because they contain confidential information, shall not be published or any information contained therein made available to any member of the public or press.

23. SUSPENSION OF STANDING ORDERS

- a) Any standing order may be suspended by a majority decision of members present and voting so far as is necessary, to enable a particular item of business to be transacted.
- b) A motion to suspend Standing Orders shall not be moved without notice unless at least one half of the whole number of the members of the Council or the Committee are present.

24. CONSTRUCTION

References in these Standing Orders to the masculine gender shall include the feminine; and the singular shall include the plural and vice versa.