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HUNSDON PARISH COUNCIL STANDING ORDERS

1. Chairman of the Council or of meeting

In these standing orders the expression "Chairman" means the Chairman of the council but any power or duty assigned to the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

2. Order of Business

The Council may at any meeting vary the order of business so as to give precedence to any business which, in the opinion of the Chairman, is of special urgency.

3. Notices of Motion

Except as provided by Standing Order 4, every notice of motion shall be in writing, signed by the member or members of the Council giving the notice and delivered at least 3 clear days before the next meeting of the Council to the Clerk of the Council by whom it shall be dated.

The Clerk of the Council shall insert in the summons for every meeting of the Council all notices of motion duly given in the order in which they have been received, unless the member giving such a notice has, when giving it, intimated in writing that he proposes to move it at some later meeting or has withdrawn it in writing.

If a motion, notice of which is thus specified in the summons, be not moved it shall, unless postponed by consent of the Council, be treated as abandoned and shall not be moved without fresh notice.

Motions for which notice has been duly given, the subject matter of which comes within the province of any Committee or Committees, shall upon being moved and seconded stand referred without discussion to such Committee or Committees, or to such other Committee or Committees as the Council may determine, for consideration and report. Provided that the Chairman may, if he considers it convenient and conducive to the dispatch of business, allow such motion to be dealt with at the meeting at which it is brought forward.

Every notice of motion shall be relevant to some question over which the Council have power or which affects the Parish.

4. Motions which may be moved without notice.

The following motions may be moved without notice:-

- (a) Appointment of a Chairman of the meeting at which the motion is made.
- (b) Motions relating to the accuracy of the minutes, closure, adjournment, order of business, or next business.
- (c) Reference to a Committee.
- (d) That the council do resolve itself into Committee.
- (e) That the Council under standing order 17 do resolve to consider otherwise than in Committee a question affecting a person employed by them.
- (f) Appointment of Committee or members thereof, so far as arising from an item mentioned in the summons to the meeting.
- (g) Adoption of reports and recommendations of Committees or officers and any consequent resolutions
- (h) That leave be given to withdraw a motion.



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- (i) Amendments to motions.
- (j) Authorising the sealing of documents.
- (k) Suspending standing orders.
- (l) Excluding the press.
- (m) Excluding the public.
- (n) That member named under Standing Order 9 be not further heard or do leave the meeting.
- (o) Inviting a member to remain under Standing Order 20.
- (p) Giving consent of the council where the consent of the council is required by these standing orders.

5. Questions

A member of the Council may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceeding is concluded.

A member of the Council may:

- (a) If two clear days notice in writing has been given to the Clerk of the Council, ask the Chairman or the Chairman of any Committee any question relating to business of the council and
- (b) With the permission of the Chairman, put to him or to the Chairman of any Committee questions relating to urgent business, of which such notice has not been given, but a copy of any such question shall, if possible be sent to the Clerk of the Council not later than 9 o'clock in the morning of the day of the meeting.

Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.

Where a written question is addressed to the Chairman or to the Chairman of a Committee and the desired information is contained in any of the council's publications, it shall be deemed a sufficient reply if the publication containing the information is indicated.

Where the reply to any question cannot conveniently be given orally, it shall be deemed a sufficient reply if the answer is circulated to members of the Council within the minutes of the meeting at which the question has been asked.

6. Minutes

As soon as the Minutes have been read, or if they are taken as read, the Chairman shall put the question that the Minutes of the meeting of the Council held on the day of be signed as a true record.

No motion or discussion shall take place upon the Minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the Minutes.

7. Rules of Debate

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

An amendment shall be either:



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- (a) to leave out words
- (b) to leave out words and insert or add others
- (c) to insert or add words

but such omission or insertion of words shall not have the effect of introducing a new proposal into or of negating the motion before the Council.

If an amendment be rejected, other amendments may be moved on the original motion. If an amendment be 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.

A further amendment shall not be moved until the Council shall have disposed of every amendment previously moved.

A member may at the conclusion of a speech of another member move with comment, "That the question be now put", "That the debate be now adjourned", "That the Council proceed to the next business" or "That the Council do now adjourn", on the seconding of which the Chairman, if in his opinion the question before the meeting has been sufficiently discussed shall, subject to the right of reply given by standing order 11, put that motion to the vote and if it is carried the question before the meeting shall be put to the vote or the subject of debate shall be deemed to be disposed of for that day or the meeting shall stand adjourned as the case may be.

A member may rise to a point of order or in personal explanation, but a personal explanation shall be confined to some material part of a former speech by him at the same meeting which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.

The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

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 it shall not be competent for any member to speak upon it after the proposer has asked permission for its withdrawal, unless such permission shall have been refused.

When motion is under debate no other motion shall be moved except the following:

- (a) to amend the motion
- (b) to postpone consideration of the motion
- (c) to adjourn the meeting
- (d) to adjourn the debate
- (e) to proceed to the next business
- (f) that the question be now put
- (g) that a member be not further heard
- (h) that a member do leave the meeting
- (i) that the subject of debate be referred back to a Committee.

8. Disorderly Conduct

If at a meeting any member of the Council, in the opinion of the Chairman notified to the Council, misconduct himself by persistently disregarding the ruling of the Chair, or by behaving



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irregularly, improperly, or offensively, or by wilfully obstructing the business of the council, it shall be competent for a member to move "That the member named be not further heard", or "That the member named do leave the meeting", and the motion if seconded shall be put and determined without discussion.

9. Suspension of Sitting

If, after a motion under the foregoing standing order has been carried, the misconduct or obstruction is continued and, 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, may without question put adjourn or suspend the sitting of the Council for such period as he in his discretion shall consider expedient.

10. Right of Reply

The proposer of a motion shall have a right to reply at the close of the debate upon such motion, immediately before it is put to the vote, or before the motion "That the debate be now adjourned", "That the Council proceed to the next business" or "That the Council do now adjourn" is put. If an amendment is proposed he shall be entitled to reply at the close of the debate upon the amendment. A member exercising a right of reply shall not introduce new matter. After every reply to which this standing order refers a decision shall be taken without further discussion.

11. Alteration of motion

A member may, with the consent of his seconder and of the council, signified 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.

12. Rescission of preceding resolution

No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been negated within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 3 bears the names of at least 4 members of the Council. When any such motion has been disposed of by the Council, it shall not be open to any member to propose a similar motion within a further period of six months. This order shall not apply to motions moved in pursuance of the report or recommendation of a Committee.

13. Voting on appointments

Where there are more than two persons nominated for any position to be filled by the Council and, of the votes given, there is not a 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 shall be taken and so on until a majority of votes is given in favour of one person.

14. Power to resolve into Committee

The Council may resolve itself into a Committee of the whole Council.

15. Motions affecting persons employed by the Council

If any question arises at a meeting of the Council as to the appointment, promotion, dismissal, salary, or conditions of service, or as to the conduct, of any person employed by the Council, it shall be considered by the Council in Committee unless the Council otherwise resolve.

16. Motions on Expenditure



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Any motion which if carried would materially increase the expenditure upon any service which is under the management of, or reduce the revenue under the management of, any Committee or would involve capital expenditure, shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council and any Committee affected by such motion shall consider whether it desire to report thereon.

17. Admission of the public to meetings

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

- (a) At any such meeting the council may temporarily exclude the public from such meeting or any part thereof while, 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.
- (b) If a member of the public interrupts the proceedings at any meeting the Chairman may, after warning, order his removal from the council Chamber or that the part of the Chamber open to the public shall be cleared.

18. Interest of members in contracts and other matters

A Member must withdraw from the meeting room including from the public gallery during the whole of consideration of any item of business in which he/she has a Disclosable Pecuniary Interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

19. Sealing of Documents

A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution of the Council.

20. Signature of orders for payment

All orders made by the Council for payment of money shall be authorised by a resolution of the Council and signed by two members present at the meeting of whom one shall be the Chairman, and shall be countersigned by the Clerk of the Council.

21. Signature of documents

Where any document will be a necessary step in legal proceedings on behalf of the council it shall, unless any enactment otherwise requires on authorizes or the Council shall have given the necessary authority to some other person for the purpose of such proceedings, be signed by the Clerk of The Council.

22. Inspection of documents

A member of the Council may for purposes of his duty as such member, but not otherwise, inspect any document which has been considered by a Committee or by the Council, and if copies are available shall on request be supplied for the like purposes with a copy of such document. Provided that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he is professionally interested or in which he has directly or indirectly any pecuniary interest within the meaning which he has directly or indirectly any pecuniary interest within the meaning of Section 76 of the Local Government Act 1933 and that this Standing Order shall not preclude the Clerk of the Council from declining to allow inspection of any document which is, or in the event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.



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All minutes kept by any Committee shall, as soon as the Committee has concluded action on the matter to which the minutes relate, be open to the inspection of any member of the Council during office hours.

23. Inspection of lands, premises, etc

A member of the council, unless authorized to do so by the Council or a Committee, shall not inspect any lands or premises which the Council have the right or duty to inspect, or enter upon or issue any order respecting any works which are being carried out by or on behalf of the Council.

24. Appointment of Committees

The Council shall at the annual Meeting appoint such Statutory and Standing Committees, and may at any time appoint such other Committees, as are necessary to carry out the work of the Council but, subject to any statutory provision in that behalf,

- (a) shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting of the Council.
- (b) may at any time dissolve or alter the membership of a Committee.

25. Proceedings in Committee to be Confidential

A member of a Committee (including the Council in Committee) shall not disclose a matter dealt with by or brought before the Committee without its permission until the Committee shall have reported to the Council or shall otherwise have concluded action on that matter.

26. Election of Chairman of Committee

Every Committee shall, at its first meeting before proceeding to any other business, elect a Chairman and if it so desires may elect a Vice-Chairman for the year, in whose absence from a meeting a Chairman for the meeting may be appointed.

27. Quorum

Except where authorized by statute or ordered by the council, business shall not be transacted at a meeting of any Committee, and except as aforesaid or otherwise ordered by the Committee which has appointed a Sub-Committee business shall not be transacted at a meeting of a Sub-Committee, unless at least one-quarter of the whole number of the Committee or Sub-Committee is present. Provided that in no case shall the quorum of a Committee be less than **three** members.

28. Voting in Committee

All questions in Committee shall be determined by show of hands by a majority of the members of the Committee present and voting. Voting can also be made via email, providing it is to all members of the council and the Clerk.

29. Standing order to apply to Committees

The Standing Order headed "Interest of members in contracts and other matters," shall, with due alteration of the details, also apply to Committee and Sub-Committee meetings.

30. 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 the Council.

31. Suspension of Standing Orders



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- (a) Subject to Part (b) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (b) A motion to suspend Standing Orders shall not be moved under Standing Order 4 (that is, without notice of motion given in pursuance of Standing Order 3) unless there shall be present at least one half of the whole number of members of the Council.

32. Standing orders to be given to members

A printed copy of these Standing Orders, and of such parts of the Local Government Act 1933 as govern the procedure at meetings of the Council, shall be held by the Clerk of the Council and shall be available to any Councillor.



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