

# SCALFORD PARISH COUNCIL

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## STANDING ORDERS

### **Meetings**

Meetings will normally be held on the second Wednesday of each month: any change will need to be agreed by all council members. Site meetings are arranged and held as and when necessary.

### **Powers and duties of the Chairman**

The person presiding at the meeting may exercise all the powers and duties of the chairman in relation to the conduct of the meeting.

### **Proper Officer**

Where a function or duty is conferred on the 'Proper Officer', that person shall be the clerk to the council. It is the duty of the clerk to advise the council on the content and interpretation of these Standing Orders.

### **Quorum**

Three members will constitute a quorum. If a quorum is not present when the Council meets or if during a meeting the number of members falls below the quorum for whatever reason, the meeting will be adjourned, and business not transacted will be carried over to the next meeting or any other day the Chairman may decide. A percentage list of attendance at scheduled meetings by Parish Councillors will be published annually at the Annual Parish Meeting.

### **Voting**

Voting will be by show of hands unless the meeting decides otherwise. The voting on any matter will show how each member voted, if any member requests it. The chairman may give an original vote on any matter. Where votes are equal, the chairman must give a casting vote, whether or not he/she gave an original vote.

### **Order of Business**

At the first meeting following the Annual Parish Meeting, the chairman and vice chairman will be elected and the Declarations of Acceptance of Office signed. At all meetings, the minutes of the previous meeting will be approved, following agreement as to their accuracy. All other business will be in accordance with the published agendas.

### **Meetings/Public Participation**

At all normal meetings of the Council, the agenda will provide for a period of Public Participation prior to commencement of the meeting for a maximum period of twenty minutes to allow members of the public to put questions to the Council or to make comments. At any meeting of the Council, the public may speak during Public Participation on any matters relating to planning, local recreation and sports, crime and disorder, or services provided by the Council whether an Agenda Item or not. Representations will be limited by time and where there is a group wishing to make similar representations, ask similar questions or give similar evidence, the group must appoint one representative to speak on its behalf. At all other times during the meeting the Public may not speak unless invited by the Chairman who will close the meeting to allow the Public to speak when invited.

### **Formal Proposals put to a Meeting**

Unless excepted by these Standing Orders, no motion may be moved which has not been included on the agenda. Members may have an item included in the agenda by giving the clerk written notice at least seven clear working days prior to the meeting to which that agenda relates. Every motion, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area. Motions on procedural matters may be moved without notice, including those to vary the order of business on grounds of urgency or procedural efficiency.

### **Discussions and Motions affecting Employees**

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council has decided whether or not the press and public shall be excluded.

### **Variation, Revocation and Suspension of Standing Orders**

Any of these Standing Orders may be suspended by resolution of the Council in relation to any specific item of business. Any proposal to permanently add to, vary or revoke any of these Standing Orders, except those printed in bold type, shall require at least two thirds majority of the Council.

### **Closure of Meetings**

Meetings will close when all items on the agenda have been covered.

May 2016