

SKIRLAUGH PARISH COUNCIL

Standing Orders

1. Code of Conduct: All members shall abide by the Code of Conduct at all times. Skirlaugh Parish Council resolved to adopt the Code of Conduct, as revised and adopted by East Riding of Yorkshire Council on 25th July 2012, with effect from 1st July 2012.

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.
- 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. Meetings and Notices

- a. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- b. Additional meetings may be called by the Chairman, or at the request of one-third of the councillors signified in writing to the Clerk.
- c. The agenda, with relevant minutes and reports, shall be circulated to members (either by email or by printed copy delivered to the member's house), at least three clear days prior to the meeting.
- d. The Clerk is required to place on the agenda any item notified by the Chairman or a councillor at least seven days prior to the meeting.
- e. The agenda of any meeting, once posted, shall not be varied except by resolution of that meeting.

4. Quorum

The quorum is three members. Where more than one-third of the members are disqualified at the same time the quorum will be three or one-third of the qualified members, whichever is the greater, until such time as the membership has been increased to not less than two-thirds of the total.

5. Order of Business

(i) At each Annual Parish Council Meeting the first business shall be:-

- a. To elect a Chairman of the Council
- b. To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e. To elect a Vice-Chairman of the Council.
- f. To appoint representatives to outside bodies.
- g. To appoint committees and sub-committees.

(ii) At every meeting other than the Annual Parish Council Meeting the first business shall be:

- a. To appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.
- b. Open forum for members of the public present at the meeting, prior to the opening of the meeting

- c. Apologies for absence
 - d. To approve as a correct record and to sign the minutes of the previous meeting.
 - e. To declare pecuniary and non-pecuniary interests in any matter on the agenda
 - f. To deal with business expressly required by statute to be done.
 - g. To receive written requests for DPI dispensations.
- (iii) Members of the public will be allowed to speak during a council meeting at the Chairman's discretion.

6. Interests

- a. If a member has a pecuniary or non-pecuniary interest as defined by the Code of Conduct adopted by the Council on 1st July 2012 then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- b. A member who has declared a pecuniary interest must take no part in the discussion of that item to which the interest relates.
- c. The Clerk will compile and hold a register of members' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

7. Minutes

- a. Minutes of the proceedings of all meetings of the Council, not including public meetings, including a list of all Councillors present shall be recorded and retained in a folder kept for that purpose.
- b. A draft of the minutes shall be circulated to members of the council as soon as possible following the meeting and any amendments necessary made.
- c. The minutes shall be signed as a correct record at the next meeting by the person presiding at the meeting.
- d. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

8. Rules of Debate at Council meetings

- a. **Motions and amendments:** A motion or an amendment may be withdrawn by a proposer with the consent of the seconder and with the consent of the meeting and, once withdrawn, all discussion will cease.
- b. **Speeches:**
 - i. Each member shall address his/her remarks to the Chairman and shall speak only to the question under discussion.
 - ii. Only one person shall speak at a time. If two or more Councillors signify their desire to speak, the Chairman shall call them to order.
 - iii. The proposer of a motion or an amendment may speak on the subject when proposing and the proposer of a motion shall also have the right to reply to the debate. When the proposer has replied to the debate the proposal should be read by the clerk and a vote taken.
- c. **Amendments to Motions**
 - i. An amendment to any motion may be moved by a member at any time prior to the motion being put to the vote. An amendment shall be relevant to the motion and shall be such as to alter the motion by the addition and/or omission of words. No amendment shall have the effect of negating the motion.
 - ii. Only one amendment shall be moved and discussed at a time. If the amendment is lost a further amendment may be moved to the original motion,
 - iii. If the amendment is carried, it shall take the place of the original motion and may then be subject to further amendment.
- d. **Motions Moved During Debate**

When a motion is being debated no other motion shall be moved, except:

- i. To amend the motion
- ii. To adjourn the meeting
- iii. To adjourn the debate and proceed to the next business
- iv. To have the motion put to the vote immediately

Motions to adjourn the meeting or to move to the next business shall, if seconded, be put to the vote without discussion and, if carried, acted upon immediately.

Motions under (iv) above shall, if seconded, be put to the vote immediately and, if carried, acted upon as soon as the proposer of the original motion has replied if they so wish.

e. **Resolutions**

A resolution may be rescinded or varied at a subsequent meeting if the intention to rescind or to vary the same has been included in the circulated agenda for the meeting.

f. **Points of Order**

A member may at any time in the course of a debate raise a point of order relating to an alleged breach of the Standing Orders. In such a case the member shall be heard immediately and the Chairman shall give a ruling which will be final.

g. **Voting**

- i. Voting at all meetings shall be by show of hands.
- ii. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- iii. Subject to (iv) and (v) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes has the option to give a casting vote whether or not he gave an original vote.
- iv. If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.
- v. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

h. **Misconduct**

- i. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- ii. If at a meeting any member of the council indulges in misconduct then any other members may move that the member named leaves the meeting and the motion, if seconded, shall be put and determined without discussion. If after such a motion has been carried the misconduct continues, the Chairman may at his/her discretion adjourn the meeting for such a period as he/she shall deem expedient

9. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution: "That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

10. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

These standing orders, as amended, were approved and adopted at the meeting of the Parish Council held on 7th November 2012.