

Llanbedr Community Council

STANDING ORDERS

1. Chair

1.1 The Chairman is elected by the Council from among the members of the Community Council

1.2 If someone is elected as Chair to fill an accidental vacancy, so that he / she has not had a full year in office as Chair, that will not be a barrier to appointing that Councillor to a full year in his / her turn.

1; 3 A term as chair is two years. (In Llanbedr)

2. Vice Chair

2.1 One of the Community Council members is elected by the Community Council as Vice Chair.

2.2. If for any reason the Chair fails to be present, or if there is a vacant post , the Vice-Chair may fulfil all the tasks that the Chair fulfilled.

Election is usually done in May at the annual Council meeting.

3. Meetings

3.1 Meetings of the Council will be held on the first Thursday of the month at 7pm unless the Council decided differently at an earlier meeting (if a speaker has been invited to the meeting, it will start at 6.30 pm)

3.2 In an election year the AGM will be held on the day in May as appointed by the Council.

3.3 Three full days before the Council meeting, including the weekend

3.3.1 A summons to the Councillor to attend a meeting shall be left in the residence of every Councillor, or sent there by post, signed by the proper officer of the Council and shall list the work proposed to be carried out in that meeting.

3.3.2 A meeting shall not be invalidated because some Councillor has not received a summons in accordance with sub-paragraph 3.3.1 above.

3.4 Where a Councillor represents the Council at any meeting, a committee or Conference - where appropriate, a written or oral report is expected at the subsequent Council meeting. A travel allowance of 45p per mile can also be obtained.

4. Quorum

4.1 Nine Councillors on Llanbedr Council. There must be a quorum of 4.

4.2 If a quorum is not present when the Council comes together, or if the number of members is less than the quorum during the meeting, the matters not discussed at the meeting will be discussed either at the next meeting or on the day appointed by the Chair.

5. Declaration of Interest

5.1 The law makes specific provision requiring a Councillor to disclose direct financial interests (including spouse who lives with him or her who may have any personal interests) before the Council, committee or sub-committee. It thus prohibits him or her from speaking or voting on that matter. The standing orders will also require them to withdraw from the meeting room while the matter is being discussed. There must also be, by law, certain financial interests disclosed. These requirements must be complied with at all times.

5.2 Non-financial interests can be just as important. The impression should not be allowed to be created that the councillor is or may be using the situation to promote private or personal interest, rather than promoting a common public interest. Private or personal interests include family and friends as well as those arising through membership, or relationships with clubs, societies and organizations, such as Freemasons, trade unions and voluntary organizations.

5.3 Councillors' Non-pecuniary Interests

Any member with a personal interest in any matter, and the interest is defined by the Local Government Code of Conduct, should state that interest in advance, but may stay in the meeting, speak and vote unless the interest is clear and substantial, in which case the member will leave the room. Unless there are other material considerations, involvement in the business of any public body should not be considered by a member who has been appointed as the Council's representative. In such a case the councillor should declare the interest but may remain and participate fully in the meeting.

6. Voting

6.1 A vote shall be taken at the Council meeting by show of hands, or, if requested by at least three Councillors, by secret ballot.

6.2 The Chair may vote as a Councillor on any matter, and if the

votes on some issues are equal, she / he may give a casting vote.

6.3 Registered vote

6.3.1 Any member may claim a registered vote on any occasion

(The application must be made before the vote is taken).

6.3.2 Any member may claim to register their individual vote on any occasion.

7. Organization of Council Committees / Meetings

7.1 At each annual meeting the first proceedings shall be:

7.1.1 Election of Chair (every 2 years)

7.1.2 If the person elected as Chair is absent, a Chair shall be appointed to the meeting

7.1.3 Election of Vice Chair (alternate years)

7.1.4 Nomination and appointment to outside bodies

The procedure set out in 7.3 below will then be followed.

7.2 At every meeting other than the Annual Meeting, if the Chairman is absent or unwilling to preside, the first role shall be to appoint a Chair to the meeting.

7.3 Following 7.1 above, unless the Council decides otherwise for urgent reasons, this will be the committee / meetings procedure:

7.3.1 Read and consider the Minutes; and if a copy has been sent to all Councillors by the day of issue of the summons for the meeting, the readings may be counted.

7.3.2 After consideration, to approve the signing of the minutes as a correct record by the Chair of the meeting.

7.3.3 Follow the committee's meeting / meeting program.

7.3.4 The Chair of the meeting or any Councillor may propose to change the order of a programme for urgent reasons, and if the Chair of the meeting proposed, the motion may be put to an unsecured vote, and such a motion shall be put to a vote without debate.

8. Motions tabled

8.1 Except as provided by these Standing Orders, no motion shall be tabled unless the proposer has given notice of its wording and submitted it to the Chair or Clerk at least ten days before the Council meeting. If a matter arises after the programme has been closed it can be submitted to the Chair or Clerk and the Chair will decide whether the matter is being considered as a matter of urgency.

8.2 Each proposal or recommendation must relate to some question upon

which the Council has authority, or which affects the scope of its authority.

9. Rules of Debate

9.1 There is no discussion to be held about the minutes but for their accuracy. Corrections are made to the minutes by resolution.

9.2 A Councillor must refer his / her statement to the question in hand or to a personal explanation or point of order.

9.3 The proposer's speech shall not exceed five minutes, except by permission of the Chair.

9.4 An amendment must either:

9.4.1 delete words, or

9.4.2 add words and delete words, or

9.4.3 add words.

9.5 No amendment shall be moved to a point that negates the motion before the Council.

9.6 If an amendment is adopted, the motion with the amendment will replace the original motion, and you can propose further amendments on it.

9.7 A Councillor (other than the proposer) may not speak more than once on any matter without the consent of the Chair, except to propose an amendment or a question of order or personal explanation, or to propose a close of debate.

9.8 A Councillor must speak in turn unless the Chair gives permission for them to intervene.

9.9

9.9.1 The Chair's ruling cannot be discussed on a matter of order, or on the admissibility of a personal explanation.

9.9.2 The speeches of the Councillors are directed to the Chair

9.9.3 If the attention of more than one Councillor arises, the Chair shall call one of them to speak, and all others shall be quiet.

10. Misconduct

10.1 No Councillor shall misbehave at a meeting by disregarding the ruling of the Chair, by constantly obstructing, or by behaving irregularly, objectionably, improperly or in such a way as to cause offence to the Council.

10.2 If the Chair judges that a Councillor has misbehaved, then he/she must declare his/her opinion to the Council, and any Councillor may propose that the named Councillor shall not be listened to, or will leave the meeting, and if the motion is seconded it shall be put to the vote without delay without further discussions.

11. Voting on Appointments

Where more than two persons have been nominated for any position filled by the Council and no clear majority of votes has been casted for any of them, the name of the person with the least number of votes shall be removed from the list, and a vote shall be taken again. following the same order until a majority of votes are received for one person.

12. Discussions and decisions affecting Council salaries

If any meeting arises as to the appointment, conduct, promotion, dismissal, salary or conditions of employment of any person employed by the Council, it shall not be debated until the Council or Committee (as the case may be) has decided whether to omit the public and press.

13. Expenditure

Orders for payment of money must be authorized by a resolution of the Council, but in the case of genuine urgency, the Clerk in consultation with the Chair and / or Vice-Chair may reach a decision to approve a payment in accordance with the financial rules.

14. Committees

14.1 The Council at the Annual Meeting may appoint standing committees, and may at any time form other committees as may be necessary.

14.2 Before starting any discussions at its first meeting, each committee must elect Chair, and Vice-Chairman .

14.3 Except where otherwise ordered by the Council (for a committee) or by the Council

The committee or committee appointed by it would be a third of the number of members of the committee.

15. Sub-committees

15.1 Except where otherwise directed by the Council (for a sub-committee) or by the Council

The quorum of the sub-committee shall be one third of the number of members.

15.2 In accordance with the sub-committee's circumstances and the Chair's opinion - it may be possible that 9.6 ruling is not essential.

16. Accounts and Financial Statement

16.1 All accounts to be paid, and all claims on the Council, shall be put before the Council.

16.2 After the end of the financial year, the Clerk must give each Councillor a statement of receipts and payments. This is also done monthly.

17. Public Access and Press allowed in the Council Meetings

17.1 The public and press must have access to all meetings of the Council committees; but a meeting may temporarily exclude the public or press or both through this decision:

In view of the special nature and / or confidential nature of the matter being discussed, it is desirable in the public interest to exclude the public and the temporary press and they will be ordered to leave -

17.2 The Chairman, Vice-Chair and Clerk are authorized to make any statements to the media on behalf of the Council.

18. Confidential Matters

No Councillor or member of a committee or sub-committee may disclose to anyone who is not a Councillor any matter which the Council or committee (as the case may be) declares to be confidential with particular reference to 17.1.

19. Emergency Meetings

19.1 In the opinion of Councillors that an urgent meeting is necessary - an official request called by as many as 4 Councillors is ordered to the attention of the Chair or Clerk, stating the subject to be discussed and underlining the precise rationale for the urgency.

19.2 The Chair and / or Clerk shall be authorized the same right as a matter of urgency and / or urgency.

20. Language Medium of Committees / Meetings

The Welsh language is administered and operated and an interpreter provided and a translation of the minutes provided.

21. Reversal of Previous Determination

21.1 The Council's decision (whether positive or negative) cannot be changed within six months apart from either by special resolution, written notice in the

name of at least 4 members of the Council being served or by motion arising from a committee's report or recommendation.

21.2 Where a special proposal referred to has been determined a similar proposal cannot be submitted within a further six months.

22. Emergency Action

The Clerk will be given an active right in consultation with the Chair or Vice-Chairman.

Chair to act in relation to the following:

22.2 Where there is a real urgency to take action to protect the Council's interests or the public , including instructing a Solicitor to take action if necessary.

22.2 To respond to any consultations when time does not allow them to be submitted for consideration by the full Council because there is a deadline date to receive comments , or to act before the next Council meeting is held.

23. Financial Regulations - see Financial Regulations document: Llanbedr Community Council