

Holme on Spalding Moor Parish Council

Standing Orders

1. Meetings and Notices of Meetings

- a) Additional meetings may be called at the request of one third of the Councillors signified in writing to the Clerk
- b) The agenda, with relevant minutes and reports, shall be circulated to members at least five days prior to the meeting
- c) The Clerk is required to place on the agenda any item supported by two or more Councillors notified to the Clerk at least seven days prior to the meeting
- d) The agenda of any meeting, once posted, shall not be varied except by resolution of that meeting

2. Quorum

No business shall be transacted by the Council or any of its committees unless more than half the Members entitled to be present are in attendance

3. Order of Business

- a) In the absence of the Chairman and Vice-Chairman to choose a Chairman
- b) Apologies for absence
- c) To approve as a correct record and to sign the minutes of the previous meeting
- d) To agree the order of the agenda
- e) To consider matters arising from the minutes
- f) To dispose of any business remaining from previous meetings if necessary
- g) To consider any other business specified on the agenda

4. Minutes

- a) Minutes of the proceedings of all meetings of the Council, not including public meetings, including a list of Councillors present shall be entered in a book kept for that purpose
- b) The minutes shall be signed as a correct record, at the next meeting by the person presiding at the meeting
- c) The minutes shall be made accessible to members of the Council on request

5. Rules of debate at Council Meetings

a) Motions and amendments

A motion or an amendment shall not be discussed until it has been proposed and seconded. A motion or an amendment may be withdrawn by a proposer with the consent of the seconder, and with the consent of the meeting and, once withdrawn, all discussion will cease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

- Each member shall address his remarks to the Chairman and shall speak only to the question under discussion
- 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
- A person other than the proposer shall normally speak only once on any motion or amendment and shall only speak more than once with the permission of the Chairman. 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

- 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 or to refer the subject under discussion to a committee for consideration, no amendment shall have the effect of negating the motion
- 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
- 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;

- To amend the motion
- To adjourn the meeting
- To adjourn the debate and proceed to the next business
- To have the motion put to the vote immediately

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

A motion to have the motion put to the vote immediately 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 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

Voting at all meetings shall usually be by show of hands, the Chairman shall have a second or casting vote

h) Misconduct

If at a meeting any member of the Council indulges in misconduct then any other member may move that the member named do leave the meeting and the motion, if seconded, shall be put to the vote and determined without discussion. If after such a motion has been carried, the misconduct continues, the Chairman may, at his discretion, adjourn the meeting for such a period as he shall deem expedient

6. That the public be allowed to speak during a Council meeting at the Council and Chairman's discretion
7. Items may be added to the agenda at the Chairman's discretion
8. It is advisable for Parish Councillors to carefully consider making comments on Parish Council matters prior to minutes being ratified
9. At the start of each Parish Council meeting a time of 15 minutes be allocated to parishioners for public discussion. Requests to speak, with items for discussion, to be specified in writing with 5 days prior notice to the Clerk
10. No person shall smoke at any Parish Council meeting or sub committee meeting. Proceedings shall not be recorded or photographed and mobile phones and pagers or any other electronic or similar device which may cause disturbance shall not be allowed
11. When a Parish Councillor declares an interest they leave the meeting until the discussion on that matter is complete

These Standing Orders were adopted at a meeting of Holme on Spalding Moor Parish Council held on 21/5/2008

Signed

Chairman

Clerk