

## **XX COMMUNITY COUNCIL**

### **STANDING ORDERS**

#### **1. MEETINGS**

- 1.1 Regular Meetings of **XX** Community Council shall be held in the months of .....(details to be entered – at least 3 meetings per annum, excluding the AGM). A special meeting of the Community Council may be called at any time by decision of the Community Council. Special meetings may be called at any time by the Secretary on the instruction of the Chair of the Community Council, or if requested to do so in writing by not less than one half of the total number of Community Council members, or upon receipt of a common written request (petition), signed by at least 12 persons resident within the Community Council area, to convene a special meeting for a particular matter or matters to be debated. A special meeting shall be held within 14 days of the request being received by the Secretary of the Community Council or as soon as practicable thereafter. Annual General Meetings are held annually within 60 days of the end of the Financial year.
- 1.2 Notice of regular and annual general meetings of **XX** Community Council, featuring the date, time and venue, shall be provided **by** the Secretary to each Community Council member at least 7 days before the date fixed to the meeting. Such notices shall also be available in Community Council area, both online and on noticeboards, as appropriate.

#### **2. MINUTES**

- 2.1 Minutes of the proceedings of the Community Council shall be drawn up as soon as practicable after the meeting and circulated in draft form to members of the Community Council; and shall be approved at the next meeting of the Community Council, following which they will be signed by the Chair of that meeting.
- 2.2 The approved and signed Minutes shall be retained for future reference.

#### **3. QUORUM**

- 3.1 A quorum shall be one third of the current eligible voting membership of the Community Council or at least three voting members, whichever is the greater.

#### **4. MEETINGS**

- 4.1 All Community Councillors, including ex-officio members, and members of the public in attendance, shall treat each other equally and fairly, and without distinction or discrimination.

- 4.2 Business of the Community Council will normally be considered in public. The Community Council may discuss items of business in private where it considers it appropriate to do so. The decision to meet in private will be agreed in advance and decided by a majority vote. Notice of such a meeting will be given to the public in the usual way. However the Notice will record that particular item(s) on the agenda will be held in private and the reason(s) for this must also be included on the agenda. All members, including ex-officio members, are entitled to be informed and to be in attendance for that part of the meeting. Brief minutes should be produced and presented to the next public meeting.
- 4.3 Meetings of the Community Council can be held virtually, provided appropriate arrangements are put in place to allow virtual participation not only by all Community Councillors but also by the public.

## 5. ORDER OF BUSINESS

- 5.1 At the first meeting of the Community Council following a full election, the meeting shall be chaired by the Returning Officer until that part of the meeting where the Chair shall be elected. The order of business for the meeting will be:
- (a) Recording members present and apologies received;
  - (b) Election of office bearers;
  - (c) Adoption of Constitution and Standing Orders;
  - (d) Appointment of Independent Examiners of Accounts;
  - (e) Agreement from all elected Community Councillors to comply with the Code of Conduct;
  - (f) Any other items; and
  - (g) Date of next meeting.
- 5.2 The order of business at every ordinary meeting of the Community Council shall **include** as follows:
- (a) Recording members present and apologies received;
  - (b) The Minutes of the last meeting of the Community Council shall be submitted for approval;
  - (c) Any other items
  - (d) Open Forum/Questions from the public; and
  - (e) Date of next meeting.
- 5.3 The order of business at every Annual General Meeting of the Community Council shall **include** as follows:
- (a) Recording of members present and apologies received;
  - (b) The Minutes of the last Annual General Meeting of the Community Council shall be submitted for adoption;
  - (c) Chair's Annual Report (and questions from the floor);
  - (d) Secretary's Annual Report (and questions from the floor);
  - (e) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor);

- (f) Demit of current office bearers and election/re-election of office bearers;
- (g) Demit of current independent examiner of accounts and (re-)appointment; and
- (h) Date of next Annual General Meeting. ***(is this necessary a year in advance is too early to know what dates are suitable?)***

5.4 It is not uncommon for the Community Council to arrange for an ordinary meeting of the Community Council to begin at the close of the Annual General Meeting, to enable any outstanding reporting of business matters to be heard. Community Council members and members of the public would also have the opportunity to bring matters to the attention of the Community Council, possibly for inclusion on a future agenda.

5.5 The order of business at every special meeting of the Community Council shall **include** as follows:

- (a) Recording members present and apologies received; and
- (b) Business for debate, as described in the calling notice for the special meeting.

## **6. ORDER OF DEBATE**

6.1 The Chair shall decide all questions of order, relevancy and competency arising at meetings of the Community Council and their ruling shall be final and shall not be open to discussion. In particular, the Chair shall determine the order, relevancy and competency of all questions from the public in accordance with Section 4 above. The Chair, in determining the order, relevancy and competency of business and questions, shall have particular regard to the relevance of the issue to the community and to the need to ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chair shall have the power, in the event of disorder arising at any meeting, to adjourn the meeting to a time and date they may then, or afterwards, fix.

6.2 Every motion or amendment must be moved and seconded by voting members of the Community Council in order to be competent. A motion or amendment, once made and seconded, may not be withdrawn without the consent of the mover and seconder. A Community Councillor may only move or second one Motion or Amendment per item on the agenda.

## **7. VOTING**

7.1 Voting shall be taken by a show of hands of those Community Councillors present and eligible to vote on the relevant question, with the exception that secret ballots may be held in respect of the election of office bearers.

7.2 The Chair of the Community Council shall have a casting vote as well as a deliberative vote.

## **8. ALTERATION OF STANDING ORDERS**

8.1 A proposal to alter these Standing Orders may be submitted to Scottish Borders Council at any time by the Community Council, provided that notice of a motion to that effect is given at the meeting of the Community Council, prior to the meeting at which the motion is discussed. Any proposed change must comply with the Scottish Borders Community Council Scheme and Scottish Borders Council shall have final discretion on any proposed change.

## **9. COMMITTEES AND SUB-COMMITTEES**

9.1 The Community Council may establish and appoint such representatives to such Committees and Sub-Committees as it may from time to time decide, and shall determine their composition, terms of reference, duration, duties and powers.

## **10. SUSPENSION OF STANDING ORDERS**

10.1 These Standing Orders shall not be suspended except at a meeting at which three quarters of the total number of Community Councillors are present, and then only if the mover states the object of their motion, and if two thirds of the Community Councillors in attendance consent to such suspension.

## **11. COMPLIANCE**

11.1 The Community Council shall abide by its Constitution and to these Standing Orders for the proper conduct of its meetings.