

## STANDING ORDERS FOR

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### COMMUNITY COUNCIL

#### 1. MEETINGS (all held in public apart from meetings where it has been agreed in compliance with the Scheme to discuss items of business in private)

- Ordinary meetings of the Community Council (CC) shall be held in the months of \_\_\_\_\_ [to be entered].

Extraordinary General Meetings may be called on the request of the Chair of the CC; on the request of not less than one-third of the current voting membership (elected at ordinary or by-elections); or the receipt of a written request (petition), signed by at least 20 electors for the CC area. An Extraordinary General Meeting shall be held within 21 calendar days of the Secretary's receipt of a request which clearly states the reason for the request. Annual General Meetings must be held once a year.

- Agendas and draft/approved minutes should be displayed for at least 7 calendar days before an ordinary meeting and at least 14 calendar days before an Annual or Extraordinary General Meeting.

#### 2. MINUTES

Minutes of the meeting of the CC shall be drawn up and distributed in accordance with **paragraph 2.2a** of the Scheme for the Establishment of Community Councils in Dumfries & Galloway. Following approval at the next Community Council meeting, the minutes should be signed by the person presiding and retained by the CC for future reference. There is no need for a signed version of the minute to be distributed to DGC.

#### 3. QUORUM

A quorum shall be **one-third** of the current voting membership of the CC and if there is a fraction when calculating the number, this should be rounded up. For example if the current voting membership is 7, one-third would be 3 members. Co-opted members with voting rights may be counted for the purposes of the quorum.

#### 4. ORDER OF BUSINESS

##### 4.1 Ordinary Meeting

The order of business at every ordinary meeting of the CC shall be as follows:

- Recording of membership present and apologies received.
- The minutes of the last meeting of the CC shall be submitted for approval.
- Any other item of business which the Chair has directed should be considered.
- Any other competent business.
- Questions from the floor.
- Chair to declare date of next meeting and close meeting.

##### 4.2 Annual General Meeting (AGM)

The order of business at every AGM shall be:

- Recording of membership present and apologies received.

- The minutes of the last AGM of the CC shall be submitted for adoption.
- Chair's Annual Report (and questions from the floor).
- Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- Demit of current office bearers and election of office bearers.
- Chair to declare date of next AGM and close meeting.

An ordinary meeting of the CC may be scheduled immediately following the AGM, to enable any outstanding reporting on business matters to be heard; and for Community Council members and members of the public to have an opportunity to bring matters to the attention of the Community Council, possibly for inclusion on a future agenda.

#### **4.3 Extraordinary General Meeting (EGM)**

The order of business at every EGM shall be:

- Recording of membership present and apologies received.
- Business for debate, as described in the calling notice for the EGM.
- Chair to close meeting.

#### **4.4 Urgent business at any meeting**

Urgent business which is not on the agenda for a forthcoming meeting must be notified to the CC Chair prior to the meeting, with the Chair having sole discretion to decide whether it should be considered.

### **5. ORDER OF DEBATE**

- The Chair shall decide all questions of order, relevancy and competency arising at meetings of the Community Council and his/her 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 attendance at meetings of the Community Council raised at **section 4** above. The Chair, in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. In the event of any disorder arising at any meeting, the Chair shall have the power to adjourn the Community Council meeting to a time they may then (or afterwards) fix.
- Every motion or amendment shall be moved and seconded.
- After a mover of a motion has been called on by the Chair to reply, no other members shall speak to the question.
- A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder.
- A motion or amendment which is contrary to a previous decision of the Community Council shall not be competent within 6 months of that decision.

### **6. VOTING**

- Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an AGM, the election of office bearers may be held by secret ballot.
- The Chair of a meeting of the CC shall have a casting vote as well as a deliberative vote (a deliberative vote being the vote the Chair gets as a member and the casting vote they get as the Chair).

**7. DECISIONS**

A decision taken at any meeting of the CC or its committees may not be revisited within 3 calendar months of the date of the meeting unless the Chair rules that there has been a material change of circumstances and notice has been given of the proposed change in the agenda for the meeting.

**8. ALTERATION OF STANDING ORDERS**

A proposal to alter these Standing Orders may be considered at an AGM or Extraordinary General Meeting. The Standing Orders must comply with the Scheme for the Establishment of Community Councils in Dumfries & Galloway.

**9. COMMITTEES**

The CC may appoint such 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**

These Standing Orders shall not be suspended except at a meeting at which three-quarters of the current voting membership are present and then only if the mover states the object of his motion and if two-thirds of the current voting membership consent to such suspension.

**ADOPTION AND APPROVAL OF STANDING ORDERS**

These Standing Orders were adopted by

\_\_\_\_\_ Community Council

on \_\_\_\_\_ (date of meeting)

Name of Chairperson: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Name of Second Office Bearer: \_\_\_\_\_

Title of Second Officer Bearer (e.g. Treasurer): \_\_\_\_\_

Signature of Second Office Bearer: \_\_\_\_\_