Hayton and Burnby Parish Council

Standing Orders

**1. Councillors**

a) Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the Form of Declaration of Acceptance of Office in the presence of the Clerk of the Council or of a Councillor who has been designated by the Council for the purpose.

b) All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively at meetings or obstruct the Council's business.

c) The Code of Conduct adopted by the Council will define when a Councillor will declare a pecuniary or non-pecuniary interest in an item for discussion at a Council meeting. A Councillor declaring a pecuniary interest will either leave the room or retire to the public seating during the discussion of the item.

**2. Meetings and Notices of Meetings**

a) The Annual General Meeting will take place on the appropriate day in May.

If the outgoing Chairman is available then he/she will preside until a new Chairman has been elected. The first business of the AGM will be the election of the Chairman and Vice-Chairman and to receive their acceptance of office.

The retiring Chairman will report on the activities of the Council for the preceding year.

b) The frequency of meetings will be decided at the AGM and proposed dates will be published on the Council website. Agendas will be delivered to Councillors by e-mail, where possible, or by post or hand, at least three clear days before the meeting.

c) Agendas will be posted on the Hayton and Burnby notice boards and on the website informing members of the public of the venue, time, date and business to be transacted. The agenda will be published at least three clear days before the meeting.

d) The agenda, with relevant minutes and reports, shall be circulated to

members at least three clear days, excluding Sundays and bank holidays, prior to the meeting.

e) 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.

f) The agenda of any meeting, once posted, shall not be varied except by

resolution of that meeting.

g) Additional meetings may be called by the Chairman and the Clerk or at the request of one third of the Councillors signified in writing to the Clerk.

h) Meetings will be open to the public but they may be temporarily excluded from the meeting if the business is regarded as confidential.

**3. Quorum**

No business shall be transacted by the Council or any of its committees

unless a third of the Members (that is three members) entitled to be present are in attendance.

**4.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.

**5.Minutes**

a) Minutes of the proceedings of all meetings of the Council, not including

public meetings, including a list of Councillors present, will be recorded on the website.

b) A written copy of the minutes shall be signed as a correct record, at the next meeting by the person presiding at the meeting and the signed copy kept by the Clerk.

c) The minutes will be sent to Parish Councillors before the next Council meeting.

**6. 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 in the event of a tie.

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 will be

allocated to parishioners for public discussion. Requests to speak, with

items for discussion, to be made to the Clerk prior to the meeting.

These Standing Orders were adopted at a meeting of Hayton and Burnby Parish

Council held on

Signed Chairman Clerk Date

Due for review :