

STANDING ORDERS

MEETINGS

- 1 Meetings of the Council shall be held quarterly and at such other time as may be determined for the transaction or special of urgent business.
- 2 Every member of the Council attending a meeting of the Council shall sign his/her name in the attendance book kept for that purpose.
- 3 The quorum of the Council shall be one third of its members.
- 4 If at the expiration of fifteen minutes after the hour at which any meeting of the council is appointed to be held a quorum shall not be present, no meeting shall take place.
- 5 No business shall be transacted at any meeting of the Council other than that specified in the notice of such meeting sent to members (except business which the Council may determine to be urgent).
- 6 If during any meeting of the Council the attention of the Chairman be called to the number of members present, he/she shall count them, and if it be found that there is not a quorum present the Council shall stand adjourned.
- 7 Every member on speaking shall address him/herself to the Chairman and not to any other member of the Council. During the time any member is speaking all other members shall refrain from doing so. Whenever the Chairman speaks no other members shall continue speaking.
- 8 The Chairman shall call a member to order for irrelevance, repetition, unbecoming language or any breach of order and may direct such member, if speaking, to discontinue his/her speech.
- 9 If, in the opinion of the Chairman, there shall be disorder or persistent disregard for the authority of the Chair, the Chairman shall protect the Council in the conduct of its business by directing the member of members causing such disorder or disregarding such authority to retire for the remainder of the meeting or lesser period.
- 10 The Chairman may, at his /her discretion, bring forward any business at any stage notwithstanding its order as set out in the notice of meeting.
- 11 Any motion and amendment shall, if required by the Chairman, be reduced to writing. No motion or amendment shall be spoken upon, except by the mover, until it has been seconded.
- 12 A member who speaks shall confine his/her speech strictly to the motion under discussion or to a motion or amendment to be proposed by him/her, or to a question of order.
- 13 The mover of any original motion shall have the right of reply. In replying he shall not introduce new matter, but shall strictly confine him/herself to answering previous observations, and, immediately after the reply, the question shall be put from the Chair without further debate.

- 14 Any member in seconding a motion or amendment may reserve his/her speech for a later period of the debate.
- 15 When an amendment is moved, no other amendment shall be taken into consideration until the previous one has been disposed of. If any amendment is carried, it shall become substantive, and be put as an original motion upon which any further amendment may be moved. If any amendment be negatived, other amendments to the original be moved.
- 16 A member moving 'That the Council do now adjourn' shall not speak for more than five minutes and if the motion is seconded it shall be seconded without a speech and put from the Chair without debate.
- 17 A member moving 'That the Council do now proceed to the next business' or 'That the debate be now adjourned' or 'That the question be now put' shall do so formally without a speech and, if the motion is seconded, it shall be seconded without a speech and put from the Chair without debate. If the motion 'That the question now be put' be carried then if the question before the Council be the original motion, the Chairman shall call upon the mover of the original motion to reply before putting the question for final decision.

POINTS OF ORDER AND EXPLANATIONS

- 18 Any member may at any time address the Chair on any point of order arising during the debate, but shall not interrupt any other member's speech for that purpose unless the necessity arises out of such speech, as to which the Chairman shall be the judge.
- 19 The decision of the Chairman on every point of order shall be final.
- 20 Any one or more of the Standing Orders of the Council may be suspended at any meeting so far as they are relevant to any business at such meeting, provided the majority of the members of the Council are present and voting shall so decide.

AMENDMENT OR ALTERATION OF STANDING ORDERS

- 21 Any proposal to amend or alter the Standing Orders of the Council shall be set out in full as a separate item on the agenda for the meeting at which the proposal is to be considered. An amendment or alteration shall become effective on being approved by a majority of members present and voting on the proposal.