

APPENDIX 1

STANDING ORDERS

The Standing Orders contain the rules which regulate the business and proceedings of the Community Council.

1. Meetings

1.1 First meeting after election

1.1.1 The first Meeting of a Community Council after a full election shall be known as the inaugural meeting. It shall be arranged by the Area Office and held within 15 working days of the completion of the election process.

The business of that meeting shall include:

- a. Appointment of office bearers (Chairperson, Vice Chairperson, Secretary, Treasurer)
- b. Approval of Constitution and Standing Orders (if appropriate)
- c. Confirmation of meeting dates for remainder of current year.

1.1.2 The Returning Officer appointed in respect of the election shall convene and Chair the first meeting. This meeting shall be chaired by the Returning Officer, until a Chairperson has been elected by the eligible voting members of the Community Council.

1.1.3 Following the first meeting after an election, each Community Council shall lodge with the respective Area Manager a return specifying the full names, designations and addresses of the Community Council's office-bearers and verifier of their accounts and must subsequently advise the Area Manager, in writing, of all changes.

1.2 Ordinary Meetings

1.2.1 The frequency of meetings will be determined by each Community Council, subject to a minimum of five ordinary **Business** meetings and one Annual General Meeting being held each year.

1.2.2 All Community Council Meetings shall be held at the times and locations detailed in accordance with the programme approved by the Community Council.

1.2.3 **Business** meetings of the Community Council may be face-to-face, hybrid or online as long as these meetings are accessible to members of the public interested in attending.

1.3 Annual General Meeting

1.3.1 The Annual General Meeting (AGM) of a Community Council shall be held in May or June each year. The business shall include:

- a. Consideration of the Community Council's Annual Report
- b. Consideration and approval of the independently verified Statement of Accounts
- a. The election / re-election of any Office Bearers
- b. The approval of the Community Council's Annual Budget
- c. Voting on any proposals for amendment to the Community Council's Constitution.

1.3.2 Following the approval of the independently verified Statement of Accounts at the AGM, a copy of these accounts, the draft AGM minute showing approval of accounts, proof of insurance cover and proof of registration with the Information Commissioner (Data Protection) must be forwarded as soon as practicable to the Area Manager in order to release the Community Council Grants

1.4 Special Meetings

1.4.1 A Special Meeting may be called:-

- a. by the Chairperson; or,
- b. by one-fourth or more of the current eligible voting membership of Community Council; or
- c. By requisition signed by twenty electors within the Community Council area; or
- d. By an office bearer, to enable the implementation of the Community Council Complaints and Review Procedure in Guidance 5.

1.4.2 The Special Meeting requisitioned in accordance with 1.4.1.c above shall be held within 15 working days of receipt of the requisition by the Community Council.

1.5 Calling Meetings

1.5.1 For all Meetings (with the exception of a Special Meeting in terms of Section 11 of the constitution) a notice will be published at least 3 working days before the date of the Meeting, which will:-

- a. detail the time and place of the Meeting; and
- b. if it is a Special Meeting, name the members who have called the Meeting, or if a requisition from electors has been received, and the business which is to be considered.

1.5.2 The notice and agenda of meetings shall be placed in a suitable public place.

1.5.3 In addition to the notice, all members of the Community Council including associate, junior and ex officio members must be invited to each meeting.

1.5.4 If a meeting is adjourned to a new day, notice and summons will be issued in accordance with section 1.5.1 above.

1.6 Cancelling Meetings

1.6.1 The Chairperson may cancel or reschedule any meeting because of a lack of business or in exceptional circumstances. Notice of the cancellation must be given as soon as practicable. All members (including associate, junior and ex-officio members) should be advised and a public notice confirming the cancellation should be displayed at the meeting venue as well as on the Community Council's website.

2. Members attendance At Meetings

2.1 Quorum

2.1.1 There must be a minimum number of Community Councillors present at a Meeting. This is known as the quorum. The quorum for each Meeting shall be at least one-third of the current eligible voting membership of a Community Council or three current eligible voting members, whichever is the greater. No business can be determined at a Meeting unless a quorum is present.

2.1.2 If at any time during a Meeting there is a question about whether or not there is a quorum, the Chairperson will, after allowing an interval of ten minutes, ask the Secretary to count the number of members present. If a quorum is not present, the Meeting will be adjourned.

2.1.3 If, ten minutes after the time set for the start of a Meeting a quorum is not present, the Meeting will be abandoned, and the Secretary will record that no business was considered because there was no quorum.

2.2 Substitute Members

Community Council members may not appoint substitutes to attend any Meetings in their place.

3. The Agenda,

3.1. Agendas of Meetings shall be made available for public access within the Community Council area at least 3 working days prior to the holding of any meeting.

3.2 Community Councils shall provide copies of their agendas within the prescribed timescales to the Council via the Area Manager.

3.3 Community Councils displaying their agendas online should ensure that these are displayed online at least 3 working days prior to the holding of any meeting.

4. DURING MEETINGS

4.1 Arrangements for Chairing Meetings

- 4.1.1 At a Meeting the Chairperson, if present, will preside.
- 4.1.2 If the Chairperson is absent from a Meeting, the Vice Chairperson will preside. If they are both absent, another member of the Community Council chosen by the majority of the Community Councillors present, shall preside as Chairperson.
- 4.1.3 At all times during a Meeting, members will respect the authority of the Chairperson. If the Chairperson speaks, any member who is speaking to the Meeting will stop.
- 4.1.4 The Chairperson's duty is to preserve order at the Meeting and ensure that members are given a fair hearing. If two or more members try to speak at the same time, the Chairperson will decide who is to speak first.
- 4.1.5 The Chairperson will decide all matters of order, admissibility and urgency and that ruling will be final.
- 4.1.6 The Chairperson will ensure that the decision of the Meeting is clear with regard to all matters which form the business of the Meeting.
- 4.1.7 If a member persistently misbehaves by disregarding rulings by the Chairperson, or behaves improperly or offensively, or willfully obstructs the business of the Meeting, the Chairperson may take the following courses of action sequentially:-
 - a. Warn the member about their behaviour,
 - b. Tell the member not to speak during the remainder of the debate on the item being discussed,
 - c. Move that the member should not speak again during the Meeting. The motion, if seconded, will be decided without discussion; if the motion is carried the member will not speak again during that Meeting,
 - d. Move that the member should be suspended for the remainder of the Meeting. The motion, if seconded, will be decided without discussion; if the motion is carried, the member will leave the Meeting immediately,
 - e. Adjourn the Meeting for a short time as seems reasonable to the Chairperson in the circumstances.
- 4.1.8 If there is disorder at any Meeting, the Chairperson will be entitled to adjourn the Meeting to later that day. If that is not practicable, the Meeting may be adjourned to another date and time as the Chairperson may decide then or afterwards.

4.2 Business at Meetings

4.2.1 The business of the Community Council at any meeting shall proceed in the order of the agenda except that the Chairperson may, at their discretion, alter the order of business at any stage. Agendas and minutes of the Community Council shall be made available in advance at an appropriate place.

4.2.2 No item of business shall be transacted at a meeting of the Community Council unless it is specified in the notice calling the meeting, or any supplementary notice, unless the Chairperson is of the opinion, by reason of special circumstances which shall be specified in the Minutes, that an additional item should be considered at the meeting as a matter of urgency. **However, AOB (Any Other Business) or matters raised by the public can be considered at the discretion of the Chairperson (see 5.2.1).**

4.3 Rules of Debate and how motions and amendments are moved and decided

4.3.1 Every motion and amendment must be moved and seconded.

4.3.2 Where the Chairperson rules any purported motion or amendment as irrelevant or incompetent, it shall not be put to the meeting.

4.4 How votes are taken

4.4.1 A vote can be taken by calling the roll or by show of hands, the names will not be recorded in the Minute.

4.4.2 When there is more than one amendment to the motion, then, unless the Chairperson decides otherwise in order to avoid inconsistency in voting, the last amendment shall be put against the amendment immediately preceding. The amendment which is carried shall be put against the next preceding amendment. This process will continue until there is only one amendment remaining. A vote will then be taken between the motion and the remaining amendment, and whichever is carried will be the decision of the Meeting.

4.4.3 In the case of an equality of votes, the Chairperson will have the right to a second or casting vote.

5. PUBLIC PARTICIPATION AT MEETINGS

The Community Council welcomes public participation at its Meetings. The following arrangements are designed to enhance and regulate public participation at Meetings.

5.1 Public Access to Meetings

5.1.1 Every Community Council meeting will be open to the public, except in the special circumstances set out in 3-5 below.

- 5.1.2 No person or body shall be permitted, without the permission of the Meeting, to tape record, photograph, video, film or use any other form of electronic, digital or computerised sound or visual recording system during any Meeting.
- 5.1.3 The public must be excluded from a Meeting when an item of business is being considered if it is likely, because of the business itself or what might be said at the Meeting, that confidential information (as meant by the relevant law¹) would be given to members of the public.
- 5.1.4 The Community Council may decide, by passing a resolution at any Meeting, to exclude the public when it is considering an item of business if it is likely, because of the business itself or what might be said at the Meeting, that exempt information (as meant by the relevant law as referred to in 5.1.3 above) would be given to members of the public. The resolution to exclude the public will make clear the proceedings or which part of the proceedings of the Meeting it applies to and state the description of the exempt information.
- 5.1.5 The Community Council, in order to stop or prevent disorderly conduct or other misbehaviour at a Meeting, may exclude or eject members of the public whose presence or conduct is impeding or is likely to impede the Meeting. If a member of the public interrupts any Meeting, the Chairperson may warn the person. If they continue the interruption the Chairperson may order that they immediately leave the Meeting.

5.2 Petitions and Requests to Speak at Meetings

- 5.2.1 Members of the public may submit a Petition or request to speak for items on an agenda and not on an agenda to the Community Council as soon as practicable before the meeting at which they wish to attend and/or speak at.
- 5.2.2 If, in the opinion of the Chairperson, the subject matter of the Petition and/or the request to speak is a matter in which the Community Council has a general interest and it is competent and relevant for them to consider, the member of the public shall address the Meeting.
- 5.2.3 If a member of the public is attending a Meeting, it is at the discretion of the Chairperson to allow the person to speak to the Meeting.

6. AFTER THE MEETING

6.1 Minutes of Meetings

- 6.1.1 Minutes of Community Council meetings must be approved at the next meeting of the Community Council. Approved minutes of the Community Council's meetings must be presented to the Council within 10 working days from the date of the meeting at which the minutes were approved and shall be made available for public access by the Community Council within the Community Council area. Section 50A and Schedule 7A of the Local Government (Scotland) Act 1973.1.2 No discussion or amendment will be

competent on a Minute submitted at any Meeting for approval other than any amendment or discussion to the effect that they are not a correct record. Any amendment will include the words of the alteration which is proposed to the Minute. An objection to the correctness of a Minute will be dealt with by way of an amendment to a motion to approve the Minute.

- 6.1.3 Only Community Councillors who were present at the Meeting to which a Minute relates may vote on the correctness of the Minute.
- 6.1.4 Approved minutes should be signed by the Chairperson and retained for future reference.
- 6.1.5 Community Councils shall provide copies of their draft minutes and approved minutes within prescribed timescales to the Council via the Area Manager.
- 6.1.6 Community Councils displaying minutes online should ensure that the approved minutes are added to the website and that this is done within 10 working days of the meeting at which the minutes are approved.

7. SUSPENSION OF STANDING ORDERS

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