

# **STEWARTFIELD COMMUNITY COUNCIL**

## **STANDING ORDERS**

- 1 The first meeting of the Community Council after an election shall be the AGM. At that meeting, the Community Council shall appoint Office Bearers for the following year and shall minute that these Office Bearers shall operate the Community Council's bank account in accordance with the Constitution and the wishes of the Community Council members.**
- 2 For normal meetings, the Community Council shall meet bi-monthly at 8.00pm on the second Tuesday of the given month, unless the Community Council decides otherwise.**
- 3 The meeting place shall be the Stewartfield Community Centre, or other such place as the Community Council shall decide from time to time.**
- 4 The Chairperson shall normally take the Chair, but in the absence of the Chairperson (and if elected Vice-Chairperson), the Community Council shall as the first item of business appoint a Chairperson for that meeting.**
- 5 Any member, other than ex-officio members, who fail to attend three consecutive meetings of the Council in any twelve calendar months, without reason satisfactory to the Community Council, shall cease to be a member of the Community Council.**
- 6 The Agenda of meetings of the Community Council shall be prepared by the Chairperson and Secretary. Any matter which a member wishes to raise, must be intimated in writing to the Secretary not less than fourteen days prior to the meeting. Likewise, matters addressed to the Community Council by other Community Councils, South Lanarkshire Council, other bodies or residents within the Community Council area, must be in the hands of the Secretary fourteen days prior to the meeting in order to be included in the Agenda for that meeting.**
- 7 Business transacted at a Meeting shall be business stated on the Agenda. Matters of urgency which members wish to raise must be brought forward immediately after the Minutes of the previous meeting have been approved. The Community Council will then decide whether or not to deal with the matter as a matter of urgency and if agreed to do so, it shall be placed at the end of the Agenda. The Chairperson shall not allow prolonged debate on the matter at the stage of deciding whether or not to deal with the issue raised.**

**8** The Meeting shall be adjourned at 9.30pm unless prior to 9.30pm it has been moved and seconded that business be extended until 10.00pm which shall be the maximum extension of time allowable under Standing Orders.

**9** It shall be the duty of the Chairperson to ensure good order. The Chairperson shall decide on all matters of order, competency or relevancy. The Chairperson shall determine the order of speaking and may restrict the number of times a member may speak on the same subject.

In the event of any member at any Community Council or other meeting disregarding the authority of the Chairperson or being guilty of obstruction or offensive conduct, a motion may be moved and seconded to suspend such member for the remainder of the Meeting. The motion shall be put to the Meeting without discussion and if supported by a majority of two thirds of the Members present and voting, the motion shall be declared carried. Should the motion be carried, such member shall thereupon retire from the Meeting.

**10** Voting shall be by a show of hands. In the event of a tie, the Chairperson shall have a casting vote.

**11** A member may have their dissent from any decision recorded in the Minute.

**12** Sub-committees of the Community Council shall be appointed and remit determined by the Community Council and minuted. Sub-committees shall keep a proper minute of their proceedings and report back to the full Community Council.