

BUCKLEY TOWN COUNCIL STANDING ORDERS

1. MEETINGS

- (a) A Summons to attend a Meeting of the Council and its Standing Committees (including Sub-Committees and the Police Liaison Committee), specifying the business to be transacted, signed by the Clerk, must be left at or sent by post to the usual place of residence of every Member of the Council three clear days at least before the meeting. The period of three days is exclusive of the day on which the notices are given and day on which the meeting is held. Want of service of the summons on any Member does not affect the validity of the meeting.
- (b) The Agenda for the meeting must specify the business which it is proposed to transact in such a way that the Member that receives it can identify the matters which he/she will be expected to discuss.
- (c) No decision can lawfully be taken by the Council or its Committees on any business of which notice has not been given. In particular no decision can lawfully be taken on any matter not specified in the summons.
- (d) Meetings of the Council and its Standing Committees shall be held at the Council Chamber, Buckley at 7 o'clock in the evening unless the Council otherwise decides at a previous meeting.
- (e) The meetings of the Council and its Standing Committees shall end at or before 9.30pm unless a motion is moved and it is resolved to suspend Standing Orders in accordance with Standing Order 8(a)(xviii). The resolution to suspend Standing Orders should only be made for specific urgent reasons when Agenda item(s) not yet discussed cannot be deferred. If it is resolved to suspend Standing Orders, the specific Agenda item(s) to be heard must be highlighted as part of the resolution.
- (f) *The Statutory Annual Meeting of the Council shall be held:-*
 - (i) *In an election year, on the Tuesday next following the fourth day after the ordinary day of the elections to the Council or*
 - (ii) *In a year which is not an election year, on the second Tuesday of May.*
- (g) Additional meetings shall be held on the fourth Tuesday in each month of the year with the exception of December when the meeting shall be on the third Tuesday and August when there shall be no meetings.

2. CHAIR OF MEETING

- (a) ***The person presiding at a Meeting may exercise all the powers and duties of the Chair in relation to the conduct of the Meeting.***

3. PROPER OFFICER

- (a) Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:-
 - (i) To receive declarations of acceptance of office.
 - (ii) To receive and record notices disclosing pecuniary interests.
 - (iii) To receive and retain plans and documents.
 - (iv) To sign notices or other documents on behalf of the Council.
 - (v) To receive copies of byelaws made by another authority.
 - (vi) To certify copies of byelaws made by the Council.
 - (vii) To sign summonses to attend Meetings of the Council.
- (b) In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

4. QUORUM

- (a) ***Seven Members shall constitute a quorum.***
- (b) If a quorum is not present when the Council meets or if during a Meeting the number of Members present falls below the quorum, the business not transacted at that Meeting shall be transacted at the next Meeting or on such other day as the Chair may fix.

5. VOTING

- (a) Members shall vote by show of hands, or, if at least two Members so request and the request on being voted upon is carried, by a secret ballot.
 - (i) On the requisition of any Member, made before the vote is taken, and supported by a majority of the Members present, who signify their support by a show of hands, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against that question or abstained from voting.
 - (ii) A request by an individual Member to have recorded how he/she voted on any question will be permitted only if such request is made before the vote is taken.
- (b) A vote will be carried by a simple majority of Members present.
- (c) ***(1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote and, in the case of an equality of votes, may give a casting vote even if he/she gave no original vote.***
(2) If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Chair and Vice-Chair until the end of their term of office, he/she may not give an original vote in an election for Chair.
(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

6. **ORDER OF BUSINESS**

- (a) In an election year Councillors should execute Declarations of Acceptance of Office in the presence of a proper officer previously authorised by the Council to take such declaration, before the Annual Meeting commences.

(b) At each Annual Meeting the first business shall be

- (i) To elect a Town Mayor.***
- (ii) To receive the Town Mayor's declaration of acceptance of office.***
- (iii) To appoint a Deputy Town Mayor.***
- (iv) Appointment, designation of Standing Committees.***
- (v) Appointment of Chairs and Vice Chairs of Standing Committees.***
- (vi) To fix dates of Meetings.***

- (c) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- (i) To choose a person to preside if the Chair and Vice-Chair be absent.
- (ii) To receive and approve apologies for absence with reasons.
- (iii) To receive and respond to questions (if any) forwarded to the Council by the public as detailed on Addendum 4 to these Standing Orders.
- (iv) To receive declarations of interest, the declaration to identify the Agenda item to which it relates.
- (v) To read and consider the Minutes: provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the Meeting, the Minutes may be taken as read.
- (vi) After consideration to approve the signature of the Minutes by the presiding Chair as a correct record.***
- (vii) To deal with business expressly required by statute to be done.***
- (viii) To receive such communications as the presiding Chair may wish to lay before the Council.
- (ix) To answer questions.
- (x) To dispose of business, if any, remaining from previous Meetings.
- (xi) To receive and consider Reports and Minutes of Committees and Advisory Committees.
- (xii) To receive and consider reports from officers of the Council.
- (xiii) To consider motions or recommendations in the order in which they have been notified.
- (xiv) Any other business specified in the summons.

- (d) A motion to vary the order of business on the ground of urgency:

- (i) May be proposed by the Chair or by any Member and, if proposed by the Chair, may be put to the vote without being seconded, and
- (ii) Shall be put to the vote without discussion.

7. RESOLUTIONS MOVED ON NOTICE

- (a) Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk not later than the Tuesday in the week before the next meeting of the Council at the office of the Clerk of the Council by whom it shall be dated.
- (b) The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he intends to move it at some later meeting or that he withdraws it.
- (c) If a resolution or recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (d) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the Meeting at which it was moved.
- (e) Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

8. RESOLUTIONS MOVED WITHOUT NOTICE

- (a) Resolutions dealing with the following matters may be moved without notice:-
 - (i) To appoint a Chair of the Meeting.
 - (ii) To correct the Minutes.
 - (iii) To approve the Minutes.
 - (iv) To alter the order of business.
 - (v) To proceed to the next business.
 - (vi) To close or adjourn the debate.
 - (vii) To refer a matter to a Committee.
 - (viii) To appoint a Committee or any Members thereof.
 - (ix) To adopt a report.
 - (x) To amend a motion.
 - (xi) To give leave to withdraw a motion or an amendment.
 - (xii) To extend the time limit for speeches.
 - (xiii) To consider otherwise than in Committee a question affecting an employee of the Council.
 - (xiv) To exclude the press and public. (Refer to Standing Order 28).
 - (xv) To silence or eject from the meeting a Member named for misconduct. (Refer to Standing Order 12).
 - (xvi) To invite a Member having an interest in the subject matter under debate to remain. (Refer to Standing Order 25 and 26).
 - (xvii) To give the consent of the Council where such consent is required by these Standing Orders.
 - (xviii) To suspend Standing Orders.

9. QUESTIONS

- (a) A Member may ask the Chair any question concerning the business of the Council.
- (b) A Member with or without notice may ask the Chair of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- (c) Every question shall be put and answered without discussion.
- (d) A person to whom a question has been put may decline to answer.

10. RULES OF DEBATE

- (a) As soon as the minutes have been read, or if they are under STANDING ORDER 6(c), taken as read, the Chair shall put the question that the Minutes of the Meeting of the Council held on the day of be signed as a true record.
- (b) No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
- (c)
 - (i) A resolution or amendment shall not be discussed unless it has been proposed (and seconded) and unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him before it is further discussed or put to the Meeting.
 - (ii) A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
 - (iii) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a question or order.
 - (iv) No speech shall exceed five minutes, except by consent of the Council.
 - (v) An amendment shall be either:-
 - (1) To leave out words.
 - (2) To leave out words, and insert or add others.
 - (3) To insert or add words.
 - (vi) An amendment shall not have the effect of negating the motion before the Council.
 - (vii) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - (viii) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - (ix) The mover of a resolution or of an amendment shall have a right of reply.
 - (x) The Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once, on any resolution except to

- move an amendment or further amendment, or on an amendment, or on a point of order, or in a personal explanation, or to move the closure.
- (xi) A Member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood. A Member rising for these purposes shall be heard forthwith.
 - (xii) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - (xiii) When a resolution is under debate no other resolution shall be moved except the following:-
 - (1) To amend the resolution.
 - (2) To proceed to the next business.
 - (3) To adjourn the debate.
 - (4) That the question be now put.
 - (5) That a Member named be not further heard.
 - (6) That a Member named do leave the Meeting.
 - (7) That the resolution be referred to a Committee.
 - (8) To exclude the public and press.
 - (9) To adjourn the Meeting.
 - (d) A Member shall stand when speaking unless permitted by the Chair to sit on account of infirmity.
 - (e)
 - (i) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - (ii) Members shall address the Chair.
 - (iii) If two or more Members rise, the Chair shall call upon one of them to speak and the others to resume their seats.
 - (iv) Whenever the Chair rises during a debate all other Members shall be seated and silent.

11. CLOSURE

- (a) At the end of any speech a Member may, without comment, move “that the question be now put”, “That the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded and if the Chair is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he/she shall forthwith put the motion. If the motion “that the question be now put” is carried, he/she shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

12. DISORDERLY CONDUCT

- (a) No Member shall misconduct himself/herself at a meeting by persistently disregarding the ruling of the Chair, by wilfully obstructing business, or by behaving irregularly, offensively, improperly or in such manner as to scandalise the Council or bring it into contempt or ridicule.

- (b) If, in the opinion of the Chair, a Member has so misconducted himself/herself, the Chair shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the Meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chair may suspend the meeting or take such further steps, as may reasonably be necessary to enforce them.

13. RIGHT OF REPLY

- (a) The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

14. ALTERATION OF RESOLUTION

- (a) A Member may, with the consent of his seconder, move amendments to his/her own resolution.

15. RESCISSION OF PREVIOUS RESOLUTION

- (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least seven members of the Council.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- (c) This order shall not apply to rescinding resolutions moved in pursuance of the report or recommendation of a Committee.

16. VOTING ON APPOINTMENTS

- (a) Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

17. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

- (a) If at a Meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by

the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 28(a)).

18. RESOLUTIONS ON EXPENDITURE

- (a) Any motion (which is moved otherwise than in pursuance of a recommendation of the Finance and Economic Development Committee or of another Committee after recommendation by the Finance and Economic Development Committee and) which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary Meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon. (The Finance and Economic Development Committee shall report on the financial aspect of the matter).

19. EXPENDITURE AND DOCUMENTS

- (a) *Orders for the payment of money and the signing of legal or official documents shall be authorised by resolution of the Council and signed by a Member and the Town Clerk. In the case of payment of monies, the requirement is for the signatures of two Members and the Town Clerk. The signatories shall be approved at each Annual Meeting of the Council.*

20. SPECIAL/EXTRAORDINARY MEETINGS OF THE COUNCIL

- (a) The Chair of the Council (the Mayor) may summon a Special/Extraordinary Meeting of the Council at any time. A Special/Extraordinary Meeting of the Council shall also be summoned on the requisition, in writing, of not less than seven Members of the Council at any time, provided that in both cases the summons shall be required to adhere to the required number of days notification of a meeting of the Council. The summons for such Special/Extraordinary Meeting of the Council shall set out the business to be considered at the meeting and no other business shall be transacted at that meeting.

21. COMMITTEES AND SUB-COMMITTEES (see also S.O. 29)

- (a) The Standing Committees of the Council shall be designated at the Annual Meeting and shall consist of such Members as the Council shall at that time determine.
- (b) The Council having designated Standing Committees:-
- (i) shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting, and
 - (ii) may subject to the provisions of Order 15(a) – (c) above at any time dissolve or alter the membership of a Committee.

- (c) The Chair of a Committee or the Chair of the Council (in conjunction with the Chair of the Committee) may summon a Special Meeting of that Committee at any time. A Special Meeting shall also be summoned on the requisition in writing of not less than seven of the Members of the Committee. The summons shall set out the business to be considered at the Special Meeting and no other business shall be transacted at that Meeting.
- (d) Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.
- (e) The Chair of the Committee shall be a Member of every Sub-Committee appointed by it unless he/she signifies that he/she does not wish to serve.
- (f) Except where ordered by the Council in the case of a Committee or by the Council or by the appropriate Committee in the case of a Sub-Committee, the quorum of a Committee shall be seven of its Members and in the case of a Sub-Committee shall be one-half of its Members.
- (g) The Order of Business of Committees and Sub-Committees shall be as the Order of Business for Council Meetings (see Standing Order 6(c) and (d)) with appropriate alteration of wording to indicate that it is a Committee and not the Council Meeting.
- (h) The Standing Orders on Rules of Debate (except those parts relating to speaking more than once), Disorderly Conduct, Right of Reply, Alteration of Resolution and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee Meetings insofar as they are appropriate.

22. VOTING IN COMMITTEES/SUB-COMMITTEES

- (a) Members of Committees and Sub-Committees shall vote by show of hands.
- (b) ***Chairs of Committees and Sub-Committees shall have a second or casting vote.***
- (c) A vote will be carried by a simple majority of Members present and entitled to vote.

23. PRESENCE OF NON-MEMBERS OF COMMITTEES/SUB-COMMITTEES AT COMMITTEE/SUB-COMMITTEE MEETINGS

- (a) A Member who has proposed a motion which has been referred to any Committee (or Sub-Committee) of which he/she is not a Member, may explain his motion to the Committee (or Sub-Committee) but shall not vote.
- (b) Any Council Member shall, unless the Council otherwise orders, be entitled to be present as an observer at the Meetings of any Committee or Sub-Committee of which he/she is not a Member. Such observing Members do not have a right to vote.

- (c) Any Member of a Sub-Committee, shall, if they are unable to attend a Meeting of that Sub-Committee, arrange a substitute Member to attend that particular Sub-Committee Meeting on their behalf. The Clerk to be informed of any substitution and the substituting Member shall have the same voting rights at the Sub-Committee Meeting as the absent Member for whom they are substituting.

24. ACCOUNTS AND FINANCIAL STATEMENT

- (a) Except as provided in sub-paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Unless it has been otherwise authorised by the Council, payment shall be authorised by the Committee, if any, having charge of the business to which it relates or by the Town Mayor or Deputy Town Mayor.
- (c) All payments authorised under sub-paragraph (b) of this Standing Order or made without authority of the Council shall be included in the next schedule of payments laid before the Council.
- (d) Where a cheque or other form of payment is to be personally presented to or formally presented to the recipient(s), or a representative of the recipient(s), either through resolution of the Council or through request from the recipient(s), the function shall be carried out by the Mayor, or in the Mayor's absence the Deputy Mayor. Any other arrangements in relation of the above must be as a result of a resolution of the Council. None of the above should be regarded as restricting individual Members from providing personal financial assistance donations if they so wish.
- (e) The Clerk shall submit for approval at the first convenient Meeting after the end of the financial year, and following internal audit, a statement of final accounts for the preceding financial year.

25. CONDUCT AND INTERESTS

- (a) Members must undertake to adhere to the Council's Code of Conduct which involves, inter alia, the disclosure of personal interests at Meetings.
- (b) If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed, Standing Order 25(a) shall apply. The Clerk shall make known the purport of this Standing Order to every candidate.

26. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- (a)
 - (i) Canvassing of Members or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
 - (ii) A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- (b) Standing Orders Nos. 25(b) and 26(a) (i) and (ii) shall apply to tenders as if the person making the tender were a candidate for an appointment.

27. INSPECTION OF DOCUMENTS

- (a) A Member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- (b)
 - (i) ***All Minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.***
 - (ii) ***The Minutes of the Council shall be open to inspection by any local government elector of the town without charge.***

28. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- (a) ***The public and the press shall be admitted to all meetings of the Council and its Committees which may, however, temporarily exclude the public or the press or both*** by means of the following resolution, viz:
"That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw."

(Note: The special reasons should be stated; if a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).

- (b) The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- (c) If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that person to be removed from the Council or that part of the Chamber open to the public be cleared.

29. CONFIDENTIAL BUSINESS OF STANDING COMMITTEES

- (a) No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a member of the Council, any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.

30. STANDING ORDERS ON CONTRACTS

- (a) (i) Where it is intended to enter into a contract exceeding £10,000 in value for the supply of goods or services, on the execution of such, tenders shall be invited from, wherever practicable, three approved firms. Approved firms shall be defined, where appropriate, as firms on the Flintshire County Council approved list of tenderers (minute 10151).
- (ii) If no tenders are received or if all the tenders are identical the Council may make such arrangement for procuring the goods, materials or services or executing the work as it thinks fit.
- (iii) Tenders invited under this Standing Order shall contain a statement of the effect of Standing Orders Nos 25(b), 26(a) (i) and (ii) and 26(b).
- (iv) In certain circumstances it will be permissible, by resolution of the Council for the supply of works, goods and/or services, the value of which is likely to exceed £10,000, for the contract to be let without competitive tendering. The circumstances will be as follows:-
1. Where the work, good or service is of a proprietary nature and is only available through one contractor.
 2. Where time is of the essence and monies must be expended and/or income streams realised in a timeframe that does not allow for a competitive tendering procedure. This Standing Order includes time pressures due to health and safety matters, emergencies and the requirement to receive works, goods or services at a specified date and time in the immediate future.
 3. Where the work, good or service is to be provided by another public sector body and that public sector body is working in partnership with Buckley Town Council. Prior to entering into such a contract the Clerk shall ensure that at all times, a best value for money approach is taken in letting the contract.
 4. Where the contract is of an identical or sufficiently similar nature to another contract that had been let by competitive tendering in the last 12 months, the successful contractor may be appointed.
 5. Where the contract can genuinely be considered as an extension to/or an adaptation to an existing contract which has been let by competitive tendering.
 6. Where a tendering exercise has been undertaken, however, the number of tenderers responding is less than three, the responding tenderers to be considered on their merit.

Whenever consideration is given to the exclusions listed as 1 – 7 above, the contract should not be let until approval by Council resolution is obtained and the Clerk shall provide such evidence as the Council requires to substantiate the use of the above exclusions.

- (v) Where the value of a contract for goods or services falls below £10,000 or the contract is of such a specialist nature that only one contractor may be available to carry out the work, the Clerk shall ensure that at all times, a best value for money approach is taken in letting the contract.
- (b) Whenever a contract for goods and/or services is entered into, for whatever value, the relevant sections of the current Buckley Town Council's Internal Financial Controls, Annual Treasury Management and Investment Strategy and the Risk Assessment must be complied with.

31. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- (a) Any part of the Standing Orders except those highlighted in *italics* may be suspended by resolution in relation to any specific item of business.
- (b) A motion permanently to vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary Meeting of the Council.

32. STANDING ORDERS TO BE GIVEN TO MEMBERS

- (a) A printed copy of these Standing Orders shall be given to each Member by the Clerk upon delivery to him/her of the Member's declaration of acceptance of office.

MBW/LG

Adopted 1988
Reprinted and updated 2004
Revised and reprinted 2009
Revised in part October 2009
Revised in part January 2010
Revised in part May 2011
Revised in part June 2014
Revised in part January 2015
Revised in part December 2015
Revised in part January 2016
Revised in part February 2017
Revised in part January 2019