

## Appendix 3 – Standing Orders

### 1. Meetings (all held in public)

- a. Ordinary meetings of the Community Council shall be held in the months of

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Special Meetings may be called at any time on the instructions of the Chairperson of the Community Council on the request of not less than one-half of the total number of Community Council members; or the receipt of a common written request (petition), signed by at least 20 persons, resident within the Community Council area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting. A special meeting shall be held within 14 days of the receipt of the request made to the Secretary of the Community Council.

- b. The notice of ordinary meeting or Annual General Meeting (AGM) (if held) of the Community Council, featuring the date, time and venue, shall be provided to each Community Council member and the Moray Council's Liaison Officer by the Secretary of the Community Council, at least 7 days before the date fixed for the meeting.
- c. If national or local restrictions determine otherwise that meetings shall be held remotely, by a method determined by the Community Council, then the Community Council shall follow operational guidance on procedures on remote meetings as issued and reviewed from time to time by the Council.

### 2. Minutes

Minutes of the proceedings of a meeting of the Community Council shall be drafted within 30 days from the date of that meeting, distributed in accordance with Section 4 of the Scheme of Community Councils and shall, following their approval, be signed at the next meeting of the Community Council by the person presiding thereat and retained for future reference.

### 3. Quorum

A quorum shall be one third of the current voting membership of the Community Council, or 3 voting members, whichever is the greater.

### 4. Order of Business

#### a) Ordinary Meeting

The order of business at every ordinary meeting of the Community Council shall be as follows, unless otherwise determined during emergency or remote meetings as per issued guidance: -

- i. Recording of membership present and apologies received.
- ii. A Community Council member who is present at the meeting where any item of business in which he or she has any financial or other interest is to be dealt with, shall disclose their interest as soon as possible after the start of the meeting.
- iii. The minutes of the last meeting of the Community Council shall be submitted for approval.
- iv. Any other item of business, which the Chairperson has directed, should be considered.
- v. Any other competent business, including Treasurers report.
- vi. Questions from the floor.
- vii. Chairperson to declare date of next meeting and close meeting.

**b) Annual General Meeting (AGM) (if held)**

It will not be uncommon that the Community Council has arranged for an ordinary meeting of the Community Council to begin at the close of the AGM, to enable any outstanding reporting on business matters to be heard; and for Community Council members and members of the public to have an opportunity to bring matters to the attention of the Community Council, possibly for inclusion on a future agenda.

The order of business at every AGM of the Community Council shall be as follows: -

- i. Recording of membership present and apologies received.
- ii. The minutes of the last Annual General Meeting of the Community Council shall be submitted for adoption.
- iii. Chairperson's Annual Report (and questions from the floor).
- iv. Secretary's Annual Report (and questions from the floor).
- v. Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- vi. Chairperson to declare date of next Annual General Meeting and close meeting.

**c) Extraordinary General Meeting**

The order of business at every extraordinary general meeting of the Community Council shall be as follows: -

- i. Recording of membership present and apologies received.
- ii. Business for debate, as described in the calling notice for the special meeting.
- iii. Chairperson to close meeting.

**5. Order of Debate**

- a. The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the Community Council and her/his ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the Community Council raised at 4, above. The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner.
- b. The Chairperson shall have the power, in the event of disorder arising at any meeting and with reference the Unacceptable Actions policy, if adopted by the COMMUNITY COUNCIL, to adjourn the Community Council meeting to a time he/she may then, or afterwards, fix.
- c. Every motion or amendment shall be moved and seconded.
- d. After a mover of a motion has been called on by the Chairperson to reply, no other members shall speak to the question.
- e. A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- f. A motion or amendment which is contrary to a previous decision of the Community Council shall not be competent within six months of that decision.

## **6. Voting**

- a. Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, the election of office bearers may be held by secret ballot.
- b. The Chairperson of a meeting of the Community Council shall have a casting vote as well as a deliberative vote.
- c. Where votes take place during remote meetings, the Community Council shall follow guidance issued by Moray Council regarding operational procedures during remote meetings.

## **7. Obstructive and Offensive Conduct**

With reference to the Unacceptable Actions policy, if adopted by the Community Council, in the event of any member of the Community Council or member of public disregarding the authority of the Chairperson of the meeting, or conducting themselves in a disruptive, obstructive or offensive manner, a motion may be moved and seconded to remove the individual from the remainder of the meeting.

Such a motion will be put to the meeting without discussion and if supported by a majority of members of the Community Council present and voting will be declared carried. The individual will be required by the Chairperson to leave the meeting immediately.

## **8. Alteration of Standing Orders**

A proposal to alter these Standing Orders may be proposed to Moray Council to be altered or added to at any time by the Community Council, provided that notice of motion to that effect is given at the meeting of the Community Council previous to that at which the motion is discussed. The Local Authority shall have final discretion on any proposed change.

## **9. Committees**

The Community Council may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

## **10. Suspension of Standing Orders**

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