

FINDOCHTY COMMUNITY COUNCIL

Standing Orders

Regulating the conduct of meetings and proceedings

Authority	Moray Council Scheme of Establishment (2025–2029)
Version	1.1
Date Adopted	[date]
Review Period	Every 4 years, or following changes to the Moray Scheme

These Standing Orders regulate the conduct of meetings and proceedings of Findochty Community Council in accordance with the Community Council Scheme adopted by Moray Council under the Local Government (Scotland) Act 1973.

1. Meetings

All meetings are held in public unless the Community Council resolves otherwise in accordance with its Constitution.

1.1 Ordinary Meetings

Ordinary meetings shall be held throughout the year, normally on a monthly basis. The dates, times and venue for the year shall be fixed at the first meeting following elections, and thereafter annually.

1.2 Special Meetings

A special meeting may be called:

- by the Chairperson, or
- by written request from at least half of the Community Council members, or
- following a written petition signed by at least 20 residents within the Community Council area

The meeting shall take place within 14 days of the request being received by the Secretary.

1.3 Notice of Meetings

The Secretary shall issue notice of every meeting - including date, time and venue - to all Community Council members and the Moray Council Liaison Officer at least 7 days in advance. Notice shall also be posted publicly within the Community Council area.

1.4 Remote Meetings

Where meetings are held remotely, the Community Council shall follow guidance issued by Moray Council. The method used must be accessible to all members and any persons entitled to participate.

2. Minutes

Minutes of each meeting shall be:

- drafted within 30 days of the meeting
- circulated to Community Council members, relevant elected members, and the Moray Council Liaison Officer
- submitted for approval at the next meeting

Once approved, minutes shall be signed by the Chairperson and retained as an official permanent record. Draft minutes must be submitted to Moray Council's nominated contact within 30 days; ratified minutes within 14 days of approval.

3. Quorum

The quorum for any meeting is one third of the current voting membership, or three voting members, whichever is the greater. Business may not be conducted without a quorum being present.

4. Order of Business

4.1 Ordinary Meeting

The agenda shall normally follow this order:

1. Welcome and opening - members present recorded, quorum confirmed
2. Apologies for absence
3. Declarations of interest - any member with a financial or other interest in any agenda item must declare it at this point or as soon as it becomes relevant
4. Approval of previous minutes
5. Community updates - including Police Scotland report (where received), Treasurer's report, and other routine updates
6. Community feedback
7. Items submitted by Community Council members
8. Reports - from local councillors, sub-committees, or member portfolio holders
9. Any Other Competent Business (AOCB)
10. Date and time of next meeting
11. Closure of meeting

4.2 Annual General Meeting (AGM)

The order of business at every AGM shall be:

1. Members present recorded and apologies received
2. Approval of previous AGM minutes
3. Chairperson's Annual Report (and questions from the floor)
4. Secretary's Annual Report (and questions from the floor)

5. Treasurer's submission of the independently examined annual accounts (and questions from the floor)
6. Questions from the public
7. Closure

An ordinary meeting may follow the AGM if required.

4.3 Extraordinary General Meeting

The order of business shall be limited to:

1. Members present recorded and apologies received
2. Business as specified in the notice calling the meeting
3. Closure

5. Order of Debate

- The Chairperson shall rule on all matters of order, relevance and competency. The decision is final and is not open to discussion.
- The Chairperson shall ensure discussion remains relevant and orderly, and that decisions are reached in a democratic manner.
- In the event of disorder, the Chairperson may adjourn the meeting to a time to be fixed.
- All motions and amendments must be moved and seconded before being debated.
- Once the mover of a motion has replied, no further contributions to that debate shall be made.
- A motion or amendment may not be withdrawn without the consent of both the mover and the seconder.
- A motion that is contrary to a previous decision of the Community Council shall not normally be considered within six months of that decision.

6. Voting

- Voting shall normally be by show of hands of those present and eligible to vote. The election of office bearers may be by secret ballot.
- The Chairperson shall have both a deliberative vote and a casting vote. The casting vote is used only in the event of a tie.
- Where voting takes place during remote meetings, the Community Council shall follow guidance issued by Moray Council.

7. Obstructive and Offensive Conduct

If any member of the Community Council or member of the public disregards the authority of the Chairperson, or conducts themselves in a disruptive, obstructive or offensive manner, a motion may be moved and seconded requiring the individual to leave the remainder of the meeting.

The motion shall be put without discussion. If carried by a majority of members present and voting, the individual must leave immediately.

8. Alteration of Standing Orders

Any proposed change to these Standing Orders must:

- be notified at the meeting immediately preceding that at which it is to be discussed
- be submitted to Moray Council for consideration

Moray Council retains final discretion on any proposed change.

9. Committees

The Community Council may establish sub-committees as required. For each, the Community Council shall determine:

- membership
- remit and terms of reference
- powers
- duration

10. Suspension of Standing Orders

These Standing Orders may only be suspended where:

- three-quarters of the total Community Council membership are present, and
- two-thirds of those present consent to the suspension

The mover must state the purpose of the suspension before the motion is put.

Adopted by Findochty Community Council on: _____

Signed (Chairperson): _____