

Core 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, which includes Extraordinary General Meetings (EGM's – See 4 (iii)), may be called at any time on the instructions of the Chairperson of the Community Council on the request of not less than 1/2 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 **21** days of the receipt of the request made to the Secretary of the Community Council. Annual general meetings are held annually

(b) The notice of ordinary and annual general meetings of the Community Council, featuring the date, time and venue, shall be provided to each Community Council member by the Secretary of the Community Council, at least 7 days before the date fixed for the meeting. The local authority's named official must receive a list of dates of all meetings of the Community Council at the same time or before the submission of the annual accounts for the preceding financial year.

2. Minutes

Minutes of the proceedings of a meeting of the Community Council shall be drawn up within 14 days from the date of that meeting, distributed in accordance with **Paragraph 3.5** 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 1/4 of the current voting membership of the Community Council, or **4 voting** members, whichever is the greater.

4. Order of Business

(i) Ordinary Meeting

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

- (a) Recording of membership present and apologies received
- (b) The minutes of the last meeting of the Community Council shall be submitted for approval
- (c) Any other item of business, which the Chairperson has directed, should be considered
- (d) Secretary's report

- (e) Treasurer's report
- (f) Any other competent business
- (g) Questions from the public in attendance (if time permits)
- (h) Chairperson to declare date of next meeting and close meeting

In relation to Community Councils, the procedure at a Sub Committee meeting shall be the same as that set out in these core Standing Orders to be followed for any ordinary meeting of the Community Council except for the business set out in sub-paragraphs (c), (d) and (e) above and core Standing Orders 8 and 10 below, which shall not apply.

(ii) **Annual General Meeting**

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 annual general meeting, 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 annual general meeting of the Community Council shall be as follows: -

- (a) Recording of membership present and apologies received
- (b) The minutes of the last annual general meeting of the Community Council shall be submitted for adoption
- (c) Chairperson's Annual Report (any questions)
- (d) Secretary's Annual Report (any questions)
- (e) Treasurer's submission of Balance Sheet and Annual Accounts (any questions)/any changes to bank account
- (f) Standing down of current office bearers/election of office bearers
- (g) Adoption of Constitution
- (h) Chairperson to declare date of next annual general meeting and close meeting

(iii) **Extraordinary General Meeting (EGM)**

The order of business at every extraordinary general meeting, shall be as follows: -

- (a) Recording of membership present and apologies received
- (b) Business for debate, as described in the calling notice for the EGM

- (c) 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 their 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 **Paragraph 4(i) (g)**, 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. The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the Community Council meeting to a time they may then, or afterwards, determine
- (b) Every motion or amendment shall be moved and seconded
- (c) A motion, or amendment, once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof
- (d) A motion, or amendment, which is contrary to a previous decision of the Community Council, shall not be competent within 6 months of that decision unless there is a justifiable and material change in circumstances

If a member of the public, or a Community Council member, is being disruptive (not allowing the business of the Community Council to take place in an orderly fashion) and does not adhere to the Chairperson's orders, then that person will be asked to leave the meeting. If they refuse, then the Chairperson can adjourn the meeting for a stated time until the situation is resolved, or stop the meeting from continuing and arrange for another date. The Chairperson may move a motion that the disruptive person is removed. If this motion is seconded and carried by those at the meeting, the disruptive person must immediately leave the meeting. There will be no discussion on the motion and no changes to it.

6. Voting

- (a) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot
- (b) The Chairperson of a meeting of the Community Council shall also have a casting vote if the vote is split equally
- (c) Any office bearer may be removed from that position if the motion is proposed and seconded and a 2/3 majority of the current membership is in agreement. The office bearer in question will have a right to reply before a vote is undertaken. This does not preclude the person's membership of the Community Council. Another member of the Community Council must be prepared to take on the vacant office bearer position

7. Meetings open to the public

- (a) No Community Council, or any of its members, may obstruct a Community Councillor or a member of the public (including the press) from attending a meeting
- (b) No Community Council will be able to require a Community Councillor or a member of the public (including the press) to leave a meeting of the Community Council, unless the Chairperson of the meeting has good cause to be satisfied that the Community Councillor or member of the public is behaving in a way that is disorderly or disruptive to the conduct of the meeting or any of its business.

Where the Chairperson requires a Community Councillor or a member of the public to leave a meeting of the Community Council, the reason for so requiring the person to leave will be noted in the minutes of the Community Council meeting

8. Alteration of Core Standing Orders

A proposal to alter these core Standing Orders may be proposed to the local authority 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 Core Standing Orders

These core Standing Orders shall not be suspended except at a meeting at which 3/4 of the total number of Community Council members are present and then only if the mover states the object of his motion and if 2/3 of the Community Council members present consent to such suspension.