

# **HARLECH COMMUNITY COUNCIL STANDING ORDERS**

## **1. Chairman**

- 1.1 Chair will be elected by the Council from the Members of the Community Councillors
- 1.2 If someone is elected Chairman to fill the vacancy accidentally, and he/she does not have a full year in the post of Chairman, that will not deter from electing that Councillor Chairman for the full year

## **2. Vice Chair**

- 2.1 The Community Council will elect one of the Community Council's Members as Vice Chair.
- 2.2. If the Chairman for any reason is not able to act, or if the post of Chairman is vacant, the Vice Chair can carry out all the duties the Chairman should be doing.

## **3. Meetings**

- 3.1 The Council meetings will be held on the first Monday of every month at 7.30 p.m. except for August, unless the Chairman decides differently. If the Council decides to invite a guest speaker at a previous meeting, that meeting will be starting at 7.00 p.m.
- 3.2 Seven full days before the Council meeting, including weekends a notice of meetings must be sent to every Councillor and that signed by the appropriate officer of the Council listing the work that is proposed to be discussed at that meeting.
- 3.3 When a Councillor is representing the Council at any meeting or seminar – when it is prudent, a written or verbal report is expected at the next Council meeting.
- 3.4 Chair can call a special meeting of the Council at any time.

## **4. Quorum**

- 4.1 5 Councillors will be the quorum, the Council can decide on how many depending on the size of the Council, but a motion cannot be adopted to suspend standing orders without the agreement of two thirds of the ones that are present and vote
- 4.2 Unless the meeting is quorate within 15 minutes of the scheduled start time, the meeting will be postponed.
- 4.3 If a quorum is not present when the Council comes together, or if during the course of the meeting the number of Members present ceases to constitute a quorum the Chairman shall terminate the meeting immediately and the matters that have not been discussed in the meeting will be discussed at the next meeting or on the day appointed by the Chairman.

## **5. Declaration of Interest**

- 5.1 The Law is making specific arrangements where it is necessary for you to declare direct financial interests (and also interests of a spouse you live with) you may have in any matter that comes before the Council, committee or sub-committee. This suspends you from talking or voting on that matter. The standing orders will make it a requirement that you also withdraw from the meeting when the matter is being discussed. You will also, according to the Law, declare some financial interests. You must conscientiously obey to these requirements all the time.
- 5.2 Interests that are not financial are just as important. You must not permit for the impression to be created, that you, or you can, be using your position to promote private or personal interests, rather than promote ordinary public interest. Private or personal interests include some of your family or or friends as well as some that arise through membership, or relation to clubs, societies and voluntary bodies.
- 5.3 Councillors Financial Interests  
Any Member that has a personal interest in any matter, and the personal matter been defined by the Local Authority Code of Conduct, declaring at once that interest, but can stay, speak and vote unless the interest is clear and substantial, and in that sort of situation the Member will leave the room. Unless there is other relevant considerations, it should not be considered to appertain with the business of any public body by a Member that has been appointed as a Council representative. In such a situation the Councillor should declare an interest but can stay and take full part in the meeting.

## **6. Voting**

- 6.1 Voting at meetings of the Council will be by a show of hands or, if requested by at least three Councillors, by secret ballot.
- 6.2 As a Councillor, the Chairman can vote on any matter, and if the votes are equal, the Chairman can use his/her casting vote.
- 6.3 Registered Vote
  - 6.3.1 Any Member can request a registered vote on any matter (the request must be made before the vote is taken)
  - 6.3.2 Any Member has the right to register his/her individual vote on any occasion.

## **7. Organize Committees/Council Meetings**

- 7.1 In every annual meeting the first action is to:-
  - 7.1.1 Elect Chairman
  - 7.1.2 If the one elected Chairman is absent, a Chairman will be appointed for the meeting.
  - 7.1.3 Elect Vice-Chairman
  - 7.1.3 Nominate and appoint Councillors as representatives on outside bodies.
- 7.2 After that the procedure set out in 7.3 below will be followed.

In every meeting apart from the annual general meeting, if the Chairman is absent or not prepared to preside, to nominate a Chairman for the meeting will be the first role.
- 7.3 After following 7.1 above, unless the Council decides differently because of urgent reasons, this will be the order of the meetings.
  - 7.3.1 Read and consider the Minutes, and if a copy has been sent to every Councillor by the day the motion is announced in preparation for the meeting, the minutes can be counted as read.
  - 7.3.2 After consideration, approve the minutes to be signed as a true record by the Chairman of the meeting..
  - 7.3.3 Follow the appropriate agenda of the meeting.
  - 7.3.4 The Chairman of the meeting or any Councillor can propose to change the order of the agenda for urgent reasons, and if it was the Chairman of the meeting that proposed, the proposal can be put to vote without a seconder and put such motion up for a vote without discussions.

## **8. Motions Introduced**

- 8.1 Excluding as provided by these Standing Orders, no motion can be presented unless the proposer has give a notice of his wording and presented it to the Chairman or Clerk at least ten days before the Council meeting. If the matter arises after closing the agenda it can be presented to the Chairman or Clerk and the Chairman will decide if the matter is to be considered as an urgent matter.
- 8.2 Every motion or proposal must be relevant to a question that the Council has authority for, or its effecting the territory of its authority.
- 8.3 The Chairman can put a proposal from the Chair with the support of the full Council.

## **9. Rules of Debate**

- 9.1 Discussion on the minutes will only be in relation to their correctness. Minutes will be corrected following Council decision only.
- 9.2 A Councillor must address his/her speech in relation to the question under discussion, or offer a personal explanation or refer to a point of order.
- 9.3 The speech of the proposer cannot last more than five minutes, with the exemption of the Chairman's permission.
- 9.4 An amendment must either:
  - 9.4.1 delete words or
  - 9.4.2 add words and delete words or
  - 9.4.3 add words
- 9.5 An amendment cannot be proposed which will bear negativity on the proposal that is in front of the Council.
- 9.6 If the amendment is adopted, the proposal with the amendment will supersede the original proposal and a further amendments can be proposed.
- 9.7 No Councillor (apart from the proposer) can speake more than once on any mater without the permission of the Chairman, with the exempt to propose an amendment or on a point of order or a personal explanation, or to propose to close the debate.
- 9.8 A Councillor who wishes to speak, must indicate this by raising his/her hand.
- 9.9 All Councillors should direct their remarks to the Chairman

## **10 Misconduct**

In a meeting, no Councillor should behave in a way which offends the Council or brings it into disrepute. If the Chairman considers that a Councillor is guilty of misconduct, he/she must inform the Council of this. Any Councillor may propose a motion, that the right to speak, must be withdrawn from the Councillor involved that the same Councillor should leave the meeting. If the motion is seconded, the Council should vote on it and if the above procedures are disregarded, the Chairman must terminate the meeting.

## **11. Voting on Appointments**

When more than two persons have been nominated for any posts that are filled by the Council and no clear votes for either is received, the one with the least votes will be excluded from the list, and another vote will take place and this procedure will continue until one person has the most votes.

## **12. Discussions and decisions that effect the Council's employees**

If any question is raised in a meeting regarding appointment, behaviour, promotion, dismissal, wages or working conditions of someone employed by the Council it cannot be discussed until the Council or Committee (according to occurrence) decide if the public and press should be closed out or not.

## **13. Expenditure**

All payment orders should be authorised by the Council and signed by two Councillors as well as the Clerk, but in really urgent situations the Clerk in consultation with the Chairman and/or Vice Chairman come to a decision on them.

## **14. Committees**

- 14.1 The Council in its Annual General Meeting appoint permanent committees, who can at any time appoint other committees which will be necessary.
- 14.2 Before moving on to any other work at its first meeting, every committee must appoint a Chairman and Vice Chairman.
- 14.3 With the exemption when the Council will order otherwise (in preparation for a committee) or by the Council or committee that's appointed, third of the Members will be the quorum of the committee.

## **15. Sub-Committees**

- 15.1 With the exemption when the Council will order otherwise (in preparation for a sub-committee) or by the Council or committee that's appointed, third of the Members will be the quorum of the sub-committee.
- 15.2 Pursuant to the circumstances of the sub-committee and the opinion of the Chairman – it could be that rule 9.6 will not be essential.

## **16. Accounts and Financial Statements**

- 16.1 Every account that needs payment and every demand on the Council must be placed in front of the Council
- 16.2 After the end of the financial year, the Clerk must give to every Councillor an income and expenditure statement.

## **17. Press and Public Access to Meetings**

- 17.1 Members of the public and the press must be allowed access to meetings of the Council and its committees, but the meeting can shut out the public or press or both temporarily through this decision: In view of the special nature/or confidentiality of the matter that is about to be discussed, it is agreeable for the benefit of the public to shut out the public and press temporarily and they will be asked to leave.
- 17.2 The Chairman, Vice Chairman and the Clerk are authorised to make any statements to the press on behalf of the Council.
- 17.3 If any member of the public disrupts any meeting, the Chairman may order that part of the room reserved for members of the public to be cleared.

## **18. Confidential Matters**

No Councillor or member of a committee or sub-committee disclose to anybody that he/she is not a Councillor any matters that the Council or committee (depending on occurrence) declare that it is confidential with specific attention to 17.1

## **19. Urgent Meetings**

- 19.1 If a matter is found that is in the opinion of Councillors an urgent meeting needs to be called an official order must be made by at least 5 Councillors to the attention of the Chairman or Clerk stating that the matter to be discussed and underlining the exact reasons for urgency.
- 19.2 The same authority is given to the Chairman and/or Clerk on conciseness/urgent matters

## **20. Committees/Meetings Language Policy**

Administration and operate through the medium of Welsh and English.

## **21. Overturn a Previous Decision**

- 21.1 No Council decision (being positive or negative) can be overturned within 6 months except by special order implemented after written notice only bearing the names of at least six Members of the Council presented through motion as a result of a report or a committee recommendation.
- 21.2 When a special motion that is referred to has been decided upon no similar motion can be presented within a further six months.

## **22. Urgent Implementations**

The Clerk is given acting authority through consultation with the Chairman or Vice Chairman to act in relation to the following:

- 22.1 When there is actual urgency to act to protect the Council's or public interests including instructing a Solicitor to act if needed.
- 22.2 To answer any consultations when time does not permit for it to be presented for Council's consideration because the date to receive comments or to act is before the date of the next Council meeting.

## **23. Financial Regulations** – see the document “Harlech Community Council Financial Regulations.

## **24. Co-opt a Councillor to fill a vacant seat**

If a vacant seat arose during the Council term and there is a need to co-opt:

Pe bai sedd wag ar y Cyngor yn codi yn ystod tymor ei fodolaeth a bod rhaid cyfethol :

- 24.1 The Council will advertise the vacant seat in an attempt to attract attention of the members of the community.
- 24.2 The Members will vote in secret for an applicant of their choice if there is more than one applicant for any seat.
- 24.3 If there is only one applicant for any seat, therefore that applicant will be accepted to that seat through a secret ballot on the condition that he/she is eligible.
- 24.4 The Clerk will make sure that the applicant will sign a declaration of acceptance statement.

## **25. Inspection of Documents**

- 25.1 A Councillor can inspect any document that is in the possession of the Council.
- 25.2 All the minutes that are kept by the Council and by its committees are open to be inspected by any Councillor.
- 25.3 The minutes of the Council meetings are open to be inspected, free of charge by any Local Government elector in the community.

## **26. Amend, Delete or Suspend Standing Orders**

- 26.1 Any part of the Standing Orders may be suspended when dealing with a specific item, but only by a majority decision of the Councillors.
- 26.2 The Clerk must provide a copy of the Standing Orders for all Councillors as well as all new Councillors when they sign the Acceptance of Office Declaration.