



Standing Orders



October 2022

Bonnyrigg and District Community Council

Bonnyrigg and District Community Council

Standing Orders

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1. Meetings

- 1.1. All meetings are to be held in public, except by constitution Article 11.10
- 1.2. Ordinary meetings of the Bonnyrigg and District Community Council (BDCC) shall be held in the months of January through to December, excluding July.
- 1.3. Special Meetings may be called at any time on the instructions of the Chairperson of the BDCC at the request of not less than one-half of the total number of BDCC members.
 - 1.3.1. On the receipt of a common written request (petition), signed by at least 20 persons, resident within the BDCC area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting.
 - 1.3.2. A special meeting shall be held within 14 days of the receipt of the request made to the Secretary of the BDCC.
- 1.4. Annual general meetings are to be held annually and within fifteen months of the last AGM
- 1.5. The notice of ordinary, special, and annual general meetings of the BDCC, featuring the date, time, and venue, shall be provided to each BDCC member and Midlothian Councils Liaison Officer by the Secretary of the BDCC at least ten days before the date fixed for the meeting.

2. Minutes

- 2.1. Minutes of the proceedings of a meeting of the BDCC shall be drawn up within fourteen days from the date of that meeting. They will be distributed in accordance with paragraph 5 of the Midlothian Council Handbook for Scheme for Community Councils. Following their approval, they will be signed at the next meeting of the BDCC by the person presiding thereat and retained for future reference.

3. Quorum

- 3.1. A quorum shall be one-third of the current voting membership of the BDCC, or five voting members, whichever is the greater.'

4. Order of Business

4.1. Ordinary Meeting

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

- 4.1.1. Welcome,
 - 4.1.1.1. record of the membership present
 - 4.1.1.2. apologies received
- 4.1.2. Visitor Matters
 - 4.1.2.1. Chair to invite visitors to speak
- 4.1.3. Minutes

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- 4.1.3.1. Matter arising from the minutes
- 4.1.3.2. The minutes of the last meeting of the BDCC shall be submitted for approval.
- 4.1.4. Police Report
 - 4.1.4.1. A summary of the district police report to be discussed
- 4.1.5. Secretary's Report
 - 4.1.5.1. A report of the correspondence from the BDCC Secretary
- 4.1.6. Finance Report
 - 4.1.6.1. A monthly report from the BDCC Treasurer
- 4.1.7. Associated Members Report
 - 4.1.7.1. A monthly report from the associated member's groups
- 4.1.8. Midlothian Councillors' Report
 - 4.1.8.1. A report from each of the councillors [3x 10min]
- 4.1.9. BDCC Group Reports
 - 4.1.9.1. A monthly report on sub-group activities
- 4.1.10. AOCB
 - 4.1.10.1. Any other competent business
- 4.1.11. Planning
 - 4.1.11.1. A monthly report on planning matters
- 4.1.12. Details of next meeting
 - 4.1.12.1. Chairperson is to declare the date of the next meeting and close the meeting

4.2. **Annual General Meeting**

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

The order of business at an AGM of the BDCC shall be as follows: -

- 4.2.1. Welcome
 - 4.2.1.1. record of the membership present
 - 4.2.1.2. apologies received
- 4.2.2. Minutes

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- 4.2.2.1. The minutes of the last annual general meeting of the BDCC shall be submitted for approval.
- 4.2.3. Chairperson's Report
 - 4.2.3.1. An annual report from the BDCC Chairperson
- 4.2.4. Secretary's Report
 - 4.2.4.1. An annual report from the BDCC Secretary
- 4.2.5. Finance Report
 - 4.2.5.1. Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct
- 4.2.6. Members
 - 4.2.6.1. Retirement of BDCC members
 - 4.2.6.2. Election of members.
- 4.2.7. Office Bearers
 - 4.2.7.1. Demit of current office bearers
 - 4.2.7.2. Election of office-bearers.
 - 4.2.7.2.1. Chairperson
 - 4.2.7.2.2. Vice-Chairperson
 - 4.2.7.2.3. Treasurer
 - 4.2.7.2.4. Secretary
 - 4.2.7.2.5. Media Officer
- 4.2.8. Details of next meeting
 - 4.2.8.1. Chairperson to declare the proposed date of the next annual general meeting.
 - 4.2.8.2. Remind members that the ordinary meeting of the following month, an AGM contains the review of the aims and objectives of the BDCC.
 - 4.2.8.3. Close meeting.
- 4.3. **Extraordinary General Meeting**

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

 - 4.3.1. Welcome,
 - 4.3.1.1. record of the membership present
 - 4.3.1.2. apologies received
 - 4.3.2. Business for debate

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4.3.2.1. Business for debate as described in the calling notice for the special meeting.

4.3.2.2. No other business to be discussed

4.3.3. Chairperson to declare the meeting closed.

5. Order of Debate

5.1. The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the BDCC.

In particular, the Chairperson shall determine the order, relevancy, and competency of all questions from the public in attendance at meetings of the BDCC raised in 4.1.2.1 above.

The Chairperson in determining the order, relevance and competency of business and questions shall have regard for 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 BDCC meeting to a time he/she may then, or afterwards determine.

5.2. Order of motions to the meeting

5.2.1. A motion is submitted by a member of the BDCC by themselves or on behalf of a visitor.

5.2.2. The motion is seconded by another member of the BDCC.

5.2.3. The Chairperson states the motion and invites debate on the subject.

5.2.4. The Chairperson puts the motion to a vote.

5.2.5. The Chairperson announces the result of the vote and what happens with the motion.

5.3. Every motion or amendment shall be moved and seconded.

5.4. A motion or amendment, once made and seconded, shall not be withdrawn without the consent of the mover and seconder.

5.5. A motion or amendment which is contrary to a previous decision of the BDCC shall not be permitted within six months of that decision.

6. Voting

6.1. 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.

6.2. The Chairperson of a meeting of the BDCC shall have a deliberative vote and a casting vote if required.

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7. Alteration of Standing Orders

- 7.1. A proposal to alter these Standing Orders may be proposed to the local authority, to be altered, or added to at any time by the BDCC, provided that notice of motion to that effect is given at the meeting of the BDCC previous to that at which the motion is discussed.
- 7.2. The local authority shall have final discretion on any proposed change.

8. Groups

- 8.1. The BDCC may appoint such groups as it may from time to time decide and shall determine their composition, terms of reference, duration, duties, and powers.

9. Suspension of Standing Orders

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

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10. Approval and Adoption of the Standing Orders


These Standing Orders were adopted by the Bonnyrigg and District Community Council on

Date 13-10-2022.


Name JAN IRVINE *Chairperson*

Signature 

Name FIONA WARNER *Member*

Signature 

Name JOYCE BERNARD *Member*

Signature 

and was approved on behalf of the Midlothian Council on

Date 7/9/2023

Name LINDSAY THOMSON

Signature 