



Gwernymynydd Community Council Cyngor Cymdeithasol Gwernymynydd

Standing Orders

1. The Statutory Annual Meeting

- a) In an election year the Annual Community Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and
- b) In a year which is not an election year the Annual Community Council Meeting shall be held on such day in May as the Council may direct.

2. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

3. Quorum of the Council

Five members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

4. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

(1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

5. Order of Business

At each Annual Community Council Meeting the first business shall be:-

- a) To elect a Chairman of the Council.
- b) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e) To elect a Vice-Chairman of the Council.
- f) To appoint representatives to outside bodies.
- g) To appoint committees and sub-committees.

6. Meetings

At every meeting other than the Community Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- c) To deal with business expressly required by statute to be done.

7. Disorderly Conduct

- a) All members must observe the Code of Conduct which was adopted by the Council and given to each elected member.
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England) or the Local Commissioner (Wales).

8. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

9. Interests (Wales)

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on then that interest must be declared and a decision made by the member whether to stay or withdraw.

The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

10. Unauthorised Activities

No member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:-

Inspect any lands or premises which the Council has a right or duty to inspect, or issue orders, instructions, directions or make individual statements to the media or other organisations unless authorised to do so by the Council, the Chairman, the Vice-Chairman or the relevant Committee or Sub-Committee.

11. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions: -

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

The Council shall state the special reason for exclusion.

Gwernymynydd Community Council