

Cyngor Cymuned **LLANBEDROG** Community Council

STANDING ORDERS

1. Chair

- 1.1.** The Chair is elected by the Council from among the members of the Community Council.
- 1.2.** If someone is elected as Chair to fill an accidental vacancy, such that the Chair did not have a full year in office, this will not be an obstacle to appointing that Councillor as Chair a full year in turn.

2. Vice-chair

- 2.1.** The Community Council elects one of the members of the Community Council as Vice-chair.
- 2.2.** If the Chair for any reason is unable to act, or if the position of Chair is vacant, the Vice-chair may carry out all tasks that the Chair as such could carry out.

3. Meetings

- 3.1.** Council meetings are held on the last Monday of the month at 7.00 p.m. unless the Council decides otherwise at a previous meeting. If that day is a Bank Holiday, the meeting will be held on the Monday before. The Community Council does not meet in the months of August nor December.
- 3.2.** In an election year, the Annual General Meeting is held on a date in May agreed by the Council.
- 3.3.** Three days before a full Council meeting, including weekends,
 - 3.3.1.** A summons for the Councillor to come to a meeting must be left at each Councillor's residence, or sent there by post / email, signed by the appropriate officer of the Council and listing the work that is intended to be done at the meeting.
 - 3.3.2.** A meeting is not made invalid if any Councillor has not received a summons in accordance with sub-paragraph 3.3.1 above.
- 3.4.** When a Councillor represents the Council at any meeting, committee or Conference - when appropriate, a written or oral report is expected at the Council's subsequent meeting.

4. Quorum

- 4.1.** Quorum is 4 councillors including Chair: the Council can decide on the number according to the size of the Council, but a motion to suspend the standing orders cannot be adopted without the agreement of two thirds of those present and voting.
- 4.2.** If a quorum is not present when the Council meets, or if the number of Councillors is less than the quorum during the meeting, the matters not discussed at the meeting will be discussed either at the next meeting or on the day to be determined by the Chair.
- 4.3.** Eight Councillors are required to be present to vote on any changes to the Standing Orders.

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5. Declaration of interest

- 5.1.** The law makes specific provision that requires you to disclose any direct financial interests (including the interests of a spouse/partner with whom you live) that you may have in any matter that comes before the Council, a committee or a sub-committee. It prohibits you from speaking or voting on that matter. The standing orders will also require you to withdraw from the meeting while the matter is being discussed. You must also, by law, declare certain financial interests. These requirements must always be conscientiously obeyed.
- 5.2.** Non-financial benefits can be just as important. You should not allow the impression to be created that you are, or may be, using your position to promote a private or personal interest, rather than promoting the common public interest. Private or personal interests include those of your family and friends as well as those arising through membership, or relationships with clubs, societies and other organisations such as Freemasons, trade unions and voluntary organisations.
- 5.3.** Councillors' Non-Financial Interests - Any member who has a personal interest in any matter, and the personal interest is defined by the Local Government Code of Conduct, will declare that interest in advance, but may stay, speak and vote unless the interest clear and substantial, in which case the member will leave the room. Unless there are other relevant considerations, involvement in the business of any public body by a member who has been appointed as the Council's representative should not be considered. In such a case the councillor should declare the interest but can stay and participate fully in the meeting.

6. Voting

- 6.1.** Voting at the Council meeting is by show of hands, or, if requested by a majority of the Councillors, by secret ballot.
- 6.2.** The Chair may vote as a Councillor on any issue, and if the votes on an issue are equal, she/he can give a casting vote.
- 6.3.** Registered vote.
 - 6.3.1.** Any member can claim a registered vote on any occasion (The request must be made before the vote is taken).
 - 6.3.2.** Any member can claim to register their individual vote on any occasion.

7. Organising committees / council meetings

- 7.1.** At every annual general meeting the first actions will be:
 - 7.1.1.** Election of Chair.
 - 7.1.2.** If the person elected as Chair is absent, a Chair will be appointed to the meeting.
 - 7.1.3.** Election of Vice-chair.
 - 7.1.4.** Nomination and appointment to external bodies; the procedure set out in 7.3 below then follows.

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- 7.2.** At all meetings other than the Annual General Meeting, if the Chair is absent or unwilling to preside, the first function will be to appoint a Chair for the meeting.
- 7.3.** Having followed 7.1 above, unless the Council decides otherwise for urgent reasons, this will be the order of the committees/meetings:
 - 7.3.1.** Read and consider the minutes; and if a copy has been sent to each Councillor by the day of publication of the summons for the meeting, the minutes can be counted as read.
 - 7.3.2.** After consideration, approve the signing of the minutes as a correct record by the Chair of the meeting.
 - 7.3.3.** Follow the committee/meeting agenda.
 - 7.3.4.** The Chair of the meeting or any Councillor can propose to change the order of the agenda for urgent reasons, and if the Chair of the meeting proposed the change, the proposal can be put to a vote without being seconded, and such a proposal will be put to a vote without discussion.

8. Proposals submitted

- 8.1.** Except as provided by these Standing Orders, no proposal may be presented unless the proposer has given notice of its wording and presented it to the Chair or the Clerk at least seven days before the Council meeting. If an issue arises after the agenda has closed it can be presented to the Chair or the Clerk and the Chair will decide if the issue is considered urgent.
- 8.2.** Every proposal or recommendation must relate to a question over which the Council has authority, or which affects the territory of its authority.

9. Discussion rules

- 9.1.** There will only be a discussion on the minutes regarding their accuracy. Corrections are made in the minutes by resolution.
- 9.2.** A Councillor must direct his/her speech to the matter in question or to a personal explanation or a question of order.
- 9.3.** The proposer's speech may not last more than five minutes, except with the permission of the Chair.
- 9.4.** An improvement must either:
 - 9.4.1.** To 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 has the effect of negating the proposal before the Council.
- 9.6.** If an amendment is adopted, the proposal with the amendment will replace the original proposal, and you may propose further improvements on it.
- 9.7.** A Councillor (other than the proposer) may not speak more than once on any matter without the Chair's permission, except to propose an amendment or on a question of order or personal explanation, or to propose closing the discussion.

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9.8. The Chair's ruling cannot be discussed on a matter of order, or on the admissibility of a personal explanation.

9.8.1. The Councillors' speeches are addressed to the Chair.

9.8.2. If more than one Councillor rises, the Chair will call on one of them to speak, and everyone else must wait their turn.

9.8.3. If the Chair rises during any discussion, all other Councillors must sit.

10. Misconduct

See Code of Conduct

11. Voting on appointments

When more than two people have been nominated for any post filled by the Council and no clear majority of votes are received for any of them, the name of the person who received the fewest votes is removed from the list, and a vote is taken again, following the same procedure until obtaining a majority of votes for one person.

12. Discussions and decisions affecting the Council's salaried servants

If any question arises at a meeting regarding the appointment, conduct, promotion, dismissal, salary or working conditions of anyone employed by the Council, it may not be discussed until the Council or the Committee (as the case may be) decides whether to close public and press or not.

13. Expenditure

Payment orders must be authorised by a decision of the Council, but in a case of real urgency, the Clerk in consultation with the Chair and/or the Vice-Chair may reach a decision on them.

14. Committees

14.1. The Council at the Annual Meeting may appoint standing committees and may at any time appoint other committees that will be necessary.

14.2. Before proceeding to any other work at its first meeting, each committee must elect a Chair, and a Vice-Chair may be elected.

14.3. Except where otherwise ordered by the Council (for a committee) or by the Council or the committee that appointed it, a third of the number of members will be the quorum of the committee.

15. Sub-committees

15.1. Except where otherwise ordered by the Council (for a sub-committee) or by the Council or the committee that appointed it, three members will be the quorum of the sub-committee.

15.2. In accordance with the circumstances of the sub-committee and the Chair's opinion - rule 9.6 may not be essential.

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16. Accounts and financial statements

- 16.1.** All accounts to be paid, and all claims on the Council, must be laid before the Council.
- 16.2.** After the end of the financial year, the Clerk must give each Councillor a statement of receipts and payments.

17. Public and press access to meetings

- 17.1.** The public and the press must have access to all meetings of the Council and its committees; but a meeting may temporarily exclude the public or the press or both through this decision: In view of the special and/or confidential nature of the matter under discussion, it is desirable in the public interest to exclude the public and the press are temporarily ordered to leave.
- 17.2.** The Chair, Vice-Chair and Clerk are authorized to make any statements to the media and on behalf of the Council.

18. Confidential matters

- 18.1.** No Councillor or member of a committee or sub-committee may disclose to anyone who is not a Councillor any matter which the Council or the committee (as the case may be) declares to be confidential with specific reference to 17.1.

19. Urgent meetings

- 19.1.** If, in the opinion of Councillors, a case arises that an urgent meeting is required - an official request may be called by as many as 4 Councillors for the attention of the Chair or the Clerk, stating the subject to be discussed and underlining the exact rationale of the emergency.
- 19.2.** The same right is authorised for the Chair and/or the Clerk on matters of urgency and/or emergency.

20. Language medium of committees / meetings

Meetings will be administered and operated through the medium of Welsh - See Language Policy.

21. Reversal of previous decision

- 21.1.** The Council's decision (whether affirmative or negative) cannot be changed within six months either through a special motion, of which written notice bearing the names of at least six members of the Council will be presented or through a motion arising of a committee's report or recommendation.
- 21.2.** When a special proposal referred to has been decided, a similar proposal cannot be submitted within a further six months.

22. Urgent action

The Clerk is given an executive right in consultation with the Chair or Vice-Chair to act in relation to the following.

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- 22.1.** When there is a real urgency to act to protect the interests of the Council or the public including instructing a Solicitor to act if necessary.
- 22.2.** To respond to any consultations when time does not permit their submission to the Council's consideration because there is a date to receive comments or to act before the next meeting of the Council.

23. Financial regulations

See Financial regulations.

24. Vacant seats

If a vacant seat or seats on the Council arise during a term, it will be necessary to contact the relevant Gwynedd Council department and act on the information received from them. If a candidate/s have not been elected following this procedure, then co-opting will be required:

- 24.1.** The Council will advertise the vacant seat to attract the interest of members of the community.
- 24.2.** The Council will set a closing date.
- 24.3.** The Clerk will ask for letters of introduction from all applicants giving basic information about themselves.
- 24.4.** The Council will give candidates the opportunity to give a short presentation to the members of the Council.
- 24.5.** Members will vote for a candidate of their choice if there is more than one candidate for any seat.
- 24.6.** If there is one candidate for any seat, then the candidate will be admitted to the seat by vote provided that he/she is eligible.
- 24.7.** The Clerk will ensure that the applicant signs a role acceptance statement.

Reviewed and adopted on: 30th September 2024