

**Dyffryn and Talybont Community Council.
Standing Orders.**

1. Chair.

Chair will be elected by the Community Councillors.

2. Vice-chair.

- a) One of the Community Councillors will be elected as vice-chair.
- b) In the absence of the chair, the vice-chair will chair the meeting. If both are absent, members will elect another councillor to act as chair. He or she will have any powers normally given to the chair.

3. Meetings.

- a) Meetings will be held in the Dyffryn Village Hall, commencing at 7:30 pm during summer months and 7:00 pm during winter months. Meetings will be held first Tuesday of every month, except for January and August, unless the chair decides differently.
- b) Chair can call a special meeting of the Council at any time.
- c) A notice of meeting must be sent to every councillor at least three full days prior to the meeting. Notice will list items to be discussed at the meeting.

4. Quorum.

- a) No business can be discussed unless 5 members are present.
- b) Unless the meeting is quorate within 15 minutes of the scheduled start time, the meeting will be postponed.
- c) If in the course of a meeting the number of members present ceases to constitute a quorum, the chair shall terminate the meeting immediately.

5. Voting.

- a) Voting at meetings will be by a show of hands or, if requested by at least two councillors, by secret ballot.
- b) As a councillor, chair can vote on any matter. If votes cast are equal, chair must use his/her casting vote.

6. Annual Meeting.

- a) New councillors must sign the Acceptance of Office Declaration.
- b) Elect chair.
- c) Elect vice-chair.
- d) Nominate and appoint councillors as representatives on outside bodies.
- e) Appoint Planning Sub-Committee.

7. Order of Meetings.

- a) Declaration of interest.
- b) Receive and confirm minutes.
- c) Matters arising.
- d) Any correspondence.
- e) Financial matters.
- f) Planning applications.

The chair or any other councillor may put forward a proposal to have the order of business changed, for urgent reasons.

8. Motions introduced with prior notice.

- a) Except as provided by these Standing Orders, no motion can be introduced unless the proposer has notified the clerk of the motion, at least 10 days prior to the next meeting of the Council.
- b) The clerk must include with the Notice of Meeting, all motions received in accordance with a) above. They must appear in the order they were received, unless the councillor who proposed a motion decides to withdraw it or postpone it to a later meeting.
- c) If the chair decides that a matter is urgent, he/she can allow it to be discussed at the meeting.

9. Motions introduced without prior notice.

Motions relating to the following can be presented:

- a) Appointment of chair.
- b) Correct minutes.
- c) Approve minutes.
- d) Change the order of business.
- e) Terminate or delay discussion.
- f) Move to next agenda item.
- g) Introduce a subject matter to the Council.
- h) Appoint members of a committee of the Council or members to serve on an outside committee.
- i) Adopt reports.
- j) Introduce an amendment to a motion.
- k) Grant permission to withdraw motion or amendment to motion.
- l) Consider a question which relates to someone who serves the Council.
- m) Forbid press access
- n) Forbid access to members of the public.
- o) Remove right to speak from a councillor cited for misconduct or expel the councillor from the meeting.

10. Questions.

- a) A councillor may ask the chair any question relating to Council business or relating to a matter, at the time before the Council, as long as the question is asked before the Council has finished considering the matter.

11. Rules of Debate.

- a) Discussion on the minutes will only be in relation to their correctness. Minutes will be corrected following council decision only.
- b) Discussion on an amendment can only take place after that amendment has been proposed and seconded.
- c) A councillor who supports a motion or amendment can address the council for a period no greater than 5 minutes. His/her remarks must relate to the question under discussion, offer a personal explanation or refer to a point of order.
- d) An amendment must **either**:
 - i) delete words **or**
 - ii) add words and delete words.If the amendment is adopted, it will supplant the original motion.
- e) A councillor who wishes to speak, must indicate this by raising his/her hand.
- f) All councillors should direct their remarks to the chair.
- g) If the chair believes that the motion before the Council has been sufficiently debated, he/she must put the motion to the vote.

12. Misconduct.

- a) In a meeting, no councillor should behave in a way which offends the council or brings it into disrepute.
- b) If the chair considers a 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 or that the same councillor should leave the meeting. If the motion is seconded, the Council should vote on it.
- c) If the procedures in a) and/or b) above are disregarded, the chair must terminate the meeting.

13. Overturn a previous decision.

- a) No Council decision can be overturned within 6 months except by special order implemented after written notice only.

14. Expenditure.

- a) All payment orders should be authorised by the Council and signed by two councillors as well as the clerk.
- b) All accounts due for payment should be placed before the Council.
- c) At the end of the Financial year, the clerk must provide all councillors with an income and expenditure statement.

15. Interest.

- a) All declarations of interest by councillors in items discussed, must be recorded in a special register, kept for the purpose, by the clerk.
- b) Any applicant, for any position under the Council, must declare in writing to the clerk, any relationship with any of the councillors or officers of the Council. The clerk must make all such declarations known to the council.
- c) Any canvassing, directly or indirectly, of councillors or any committee, in relation to any position under the Council, will disqualify the applicant, in so far as that position is concerned.
- d) No councillor may apply on behalf of anyone else, for any position or promotion.

16. Inspect Documents.

- a) A councillor may inspect any document that is in the Council's possession.
- b) All minutes of the Council or its committees will be open to inspection by any councillor.
- c) Minutes of Council meetings will be open to inspection, free of charge, by any local community elector.

17. Contact With The Press.

- a) Only the Council can authorise contact with the press.
- b) Following authorisation, only the chair, vice-chair or the clerk will contact the press.
- c) Only the clerk will respond to general enquiries by the press.

18. Press And Public Access To Meetings.

- a) Members of the public and the press must be allowed access to meetings of the Council and its committees. Access can be denied temporarily, to the public or press or both, in view of the special nature or confidentiality of the matter about to be discussed.
- b) If any member of the public disrupts any meeting, the chair may order that part of the room reserved for members of the public, to be cleared.

19. Amend, Delete or Suspend Standing Orders.

- a) Any part of the Standing Orders may be suspended when dealing with a specific item, but only by a majority decision of the Council.
- b) 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.