

(Appendix 2)

**Comhairle nan Eilean Siar
Community Council Standing Orders**

1. Meetings

- 1.1 Except where a decision is taken in accordance with section 11.1(h) of the Constitution of a Community Council in relation to specific items of business, all ordinary meetings of the Community Council shall be held in public.
- 1.2 **Ordinary** meetings of the Community Council shall be held as often as deemed necessary but at least every three months.

Special Meetings may be called at any time following submission to the Clerk by written request and signed by no less half the members of the Community Council.

A special meeting shall be held within 14 days of the receipt of the written request made to the Secretary of the Community Council.

An **Annual General Meeting** will be held annually, usually in May or June for the purpose of receiving the Annual Report of the Council and a statement of accounts, and for discussing any other items of interest to the community.

- 1.3 The notice of ordinary, annual general and special meetings of the Community Council featuring the date, time and venue, shall be provided to each Community Council member and the Comhairle's named officer by the Secretary of the Community Council, at least 7 days before the date fixed for the meeting.

2. Minutes

- 2.1 Draft minutes of the proceedings of all meetings of the Community Council shall be drawn up normally within thirty days from the date of that meeting and distributed to Community Council members (including ex-officio members who were present or express an interest and associate members), and to the named Comhairle Officer.

3. Quorum

- 3.1 The quorum for a Community Council meeting shall be one third of the current voting membership of a Community Council, or 3 voting members, whichever is the greater.
- 3.2 In order to minimise the risk of a meeting becoming inquorate members who require to declare an interest in any item of the agenda should give notice to one of the Office Bearers.

4. Order of Business

4.1 Ordinary Meeting

The order of business at every Ordinary Meeting of the Community Council shall be as follows:

- a) Recording of membership present, apologies received and any declarations of interests.
- b) The minutes of the previous ordinary meeting of the Community Council shall be submitted for approval.
- c) Financial report from the Treasurer.
- d) Correspondence received since last meeting.
- e) Any other items of business.
- f) Chairperson to declare date of next meeting and close meeting.

The Community Council may consider whether to allow members of the public to address the Community Council.

At the first meeting of the Community Council after elections in the year when elections are held, the Community Council shall elect a Chair, Secretary, Treasurer.

4.2.1 Annual General Meeting

The order of business at every Annual General Meeting of the Community Council shall be as follows: -

- a) Recording of Community Council membership present, apologies received and any declarations of interests.
- b) The minutes of the previous Annual General Meeting of the Community Council shall be submitted for adoption.
- c) Chairperson's Annual Report (and questions from the floor).
- d) Treasurer's submission of the Financial Statement (and questions from the floor). Formal adoption of the Financial Statement should be proposed and seconded.
- e) Demit of current office bearers and election of office bearers. The Community Council may, at any time, vote to make changes to their office bearers.
- f) Chairperson to declare provisional date of next annual general meeting and close meeting.

4.2.2 An Ordinary meeting of the Community Council may follow directly on from an AGM.

4.3 Special Meeting

The order of business at every Special Meeting of the Community Council shall be as follows:-

- a) Recording of Community Council membership present, apologies received and any declarations of interests.
- b) Business for debate, as described in the written request for the Special meeting.
- c) Chairperson to close meeting.

4.4 All Meetings

At the direction of the Chairperson, with the consent of the meeting:

- a) An item on the agenda may be taken out of order; and
- b) An item not on the agenda may be considered as an urgent item.

5. Order of Debate

- 5.1 The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the Community Council and her/his ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions or contributions from the public in attendance at meetings of the Community Council raised at 4, above.

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

- 5.2 Every motion or amendment shall be moved and seconded.

- 5.3 A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.

- 5.4 A motion or amendment which is contrary to a previous decision of the Community Council shall not be competent within six months of that decision.

6. Voting

- 6.1 Voting shall be taken by a show of hands or by electronic means of those present and eligible to vote, or by another method as the Chairman may determine, with the exception that the election of office bearers may be held by secret ballot should the Community Council agree this approach.

- 6.2 The Chairperson of a meeting of the Community Council shall have a second and casting vote in the event of a tie during voting.

- 6.3 A Community Councillor may have his or her dissent recorded to a decision of the Community Council provided that he or she has moved a Motion or Amendment and failed to find a seconder or else has taken part in a vote provided that such member asks immediately after the item is disposed of that such dissent be recorded.

6.4 A Community Council may hold a vote of no confidence in its office bearers. An office bearer may be removed from office before the date of the next election of the Community Council or AGM, provided that a majority of the Members of the Community Council are present and voting so decide. No proposal to remove an office bearer of the Community Council from office shall be made without notice being given at one meeting of the Community Council to be discussed at the following one. Once taken, a vote of no confidence shall not be competent again within six months of that decision.

7. Alteration of Standing Orders

7.1 A proposal to alter these Standing Orders may be proposed to Comhairle nan Eilean Siar at any time by the Community Council, provided that notice of motion to that effect is given at the meeting of the Community Council previous to that at which the motion is discussed. The Comhairle shall have final discretion on any proposed change.

8. Committees

8.1 The Community Council may establish sub-committees and appoint Community Councillors to serve on these committees. The Community Council shall determine the composition, terms of reference, duration, duties and powers of any sub-committee. The decision to set up a subcommittee, its remit and any agreed decision-making powers given to it must be agreed and recorded in the Community Council minute. A note of subcommittee decisions must be circulated at the following Community Council meeting.

9. Suspension of Standing Orders

9.1 These Standing Orders shall not be suspended except at a meeting at which at least two thirds of the Community Councillors present agree.

10. Code of Conduct

10.1 All Community Councillors will pay due respect to the Community Councillor Code of Conduct.