

LOANHEAD & DISTRICT COMMUNITY COUNCIL

STANDING ORDERS

1. PREAMBLE

In order to conduct the meetings of the Loanhead and District Community Council in a correct and orderly manner the following rule is to apply:- Business meetings shall be conducted in accordance with the rules laid down in the Loanhead and District Community Council Constitution.

2. PROCEDURAL MATTERS

- (a) An Agenda will be prepared prior to the meeting. Any item for the Agenda should be submitted to the Secretary in advance of the meeting. The Agenda will be circulated at the Community Council meeting. Any late topics may be raised under “Any other competent business”, if time allows, at the discretion of the Chairperson.
- (b) The Chairperson for the meeting will call the meeting to order on time.
- (c) Questions must be asked through the Chairperson.
 - (i) Deference will at all times be paid to the authority of the Chairperson, and all points of order the Chairperson’s ruling will be final and not open to discussion. It is the duty of the Chairperson to preserve order and ensure that Committee members obtain a fair hearing.
 - (ii) All members of the Committee are entitled to have their say. The Chairperson will decide between two or more members wishing to speak by calling on the member first observed indicating a wish to speak.
 - (iii) Members of the public and visitors will be allowed to speak on the subject under discussion at the invitation, and with the approval of, the Chairperson.
- (d) In the event of any Committee member disregarding the authority of the Chairperson or engaging in obstructive or offensive conduct, a motion may be moved and seconded to suspend the Council member from the remainder of the meeting. This will be put to the meeting without discussion, and, if supported by at least two thirds of the Council members present (or the nearest whole number to this) it shall be declared carried. The offending Committee member shall then be required to leave the room in which the meeting is held.
- (e) It is the responsibility of the Chairperson to confirm the decision reached in respect of each item of business, and action to be taken, before proceeding to the next business on the agenda.
- (f) The Chairperson, in the case of an equality of votes, will have a second or casting vote. This will not apply when the matter with which the vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot.
- (g) A quorum for any Loanhead and District Community Council shall be five (5) Committee members, one of whom is to be an office bearer.
- (h) Minutes of the meeting will normally be prepared and circulated within ten working days, once approved at a subsequent Community Council meeting a copy will be sent to the Midlothian Council’s Community Council Liaison Officer, Fairfield House, Lothian Road, Dalkeith.

3. CHANGES TO THE STANDING ORDERS

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