

Standing Orders for the regulation of Authority proceedings

Contents

Contents.....	1
Part A - Procedure at meetings of the Authority.....	2
1. Chair of meeting	2
2. Quorum	2
3. Annual Meeting	2
4. Ordinary meetings.....	3
5. Extraordinary meetings.....	4
6. Notices of motion.....	4
7. Motions and amendments that can be moved without notice	5
8. Questions by members	7
9. Questions from the public	7
10. Public speaking	8
11. Minutes	8
12. Rules of debate for meetings of the Authority	9
13. Registration and declaration of interests.....	12
14. Motions affecting employees or exempt information	12
15. Disorderly conduct	13
16. Disturbance by members of the public.....	13
17. Recording of meetings and use of hand-held electronic devices.....	13
18. Rescission of earlier resolution	14
19. Voting	14
20. Voting on appointments and Chairs.....	14
21. Variation and revocation of Standing Orders	16
22. Suspension of Standing Orders	16
23. Interpretation of Standing Orders	16
Part B - Committees.....	17
24. Application of Standing Orders to committees and sub-committees.....	17
25. Appointment of Committees	17
26. Appointments to committees	17
27. Extraordinary meetings of committees	18
28. Sub-committees.....	18
29. Quorum of committees and sub-committees.....	18
30. Financial Regulations	18
31. Voting in committees and sub-committees	18
32. Questions at meetings of committees and sub-committees	18
33. Adjournment of committee and sub-committee meetings	19
34. Mover of motion may attend committee	19
Part C - General.....	20
35. Canvassing of and recommendations by members and officers	20
36. Relatives of members or officers.....	20
37. Common Seal and signing of documents	20
38. Authority of individual members.....	21
39. Documents not for publication	21
Flow chart for dealing with motions and amendments.....	22

Note: The law makes provision for certain officers to be designated as the Proper Officer to carry out particular functions contained within various Acts of Parliament. For the purposes of these Standing Orders, the Proper Officer will be the Chief Executive.

Part A - Procedure at meetings of the Authority

Note: Part A applies to meetings of the full Broads Authority. The Authority's committees and sub-committees shall carry out their business in conformity with Part A as far as applicable and as specified in Part B paragraph 24.

1. Chair of meeting

1.1. Any power or duty of the Chair relating to the conduct of a meeting may be exercised by any other person presiding at the meeting. At all meetings, the Chair will preside. If the Chair is absent, the Vice-Chair will preside. If the Chair and Vice-Chair are absent, the Authority will choose one from the members present to act as Chair for the particular meeting.

2. Quorum

- 2.1. Under paragraph 3(6) of Schedule 1 to the Norfolk and Suffolk Broads Act 1988, business of the Authority can only be transacted if more than a quarter of its members (at least six members) are present¹.
- 2.2. If there is no quorum the meeting must be immediately adjourned and any remaining business postponed either to a time fixed by the Chair at the adjournment or, if the Chair does not fix a time, to the next ordinary meeting of the Authority.

3. Annual Meeting

- 3.1. The Annual Meeting shall be the first meeting held after 1 July in the year in question.
- 3.2. At the Annual Meeting, the Authority will:
- (1) appoint the Chair and Vice-Chair of the Authority;
 - (2) decide which committees and sub-committees to establish for the year, together with the number of members to be appointed;
 - (3) appoint members to those committees and sub-committees;
 - (4) appoint members to serve on outside bodies.

¹ This is subject to paragraph 45 of Schedule 12 to the Local Government Act 1972, which states that if more than one-third of the members of the authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority.

4. Ordinary meetings

- 4.1. Ordinary meetings will take place in accordance with a programme decided by the Authority.
- 4.2. Subject to paragraph 4.3, the order of business at ordinary meetings will be:
 - (1) to remind those present that the meeting is being recorded (in accordance with Standing Order 17) and to receive apologies for absence;
 - (2) where required, to appoint a Chair and Vice-Chair or, if necessary, to choose a person to preside if the Chair and Vice-Chair are absent;
 - (3) to deal with any business which statute requires to be done before any other business;
 - (4) to receive declarations of interest relating to items on the agenda;
 - (5) to note whether any items have been proposed as matters of urgent business, and determine if these are to be dealt with;
 - (6) to note whether any questions have been raised by members of the public, and if so to receive and respond to such questions;
 - (7) to approve and sign as a correct record the minutes of the last meeting;
 - (8) to receive a summary of progress/actions taken following decisions of previous meetings of the Authority;
 - (9) to consider reports and presentations from officers, including those relating to any business specifically required by law;
 - (10) to receive and consider the minutes and recommendations of committees and other panels and forums established by the Authority, where appropriate;
 - (11) to consider any other item of business which the Chair decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act 1972;
 - (12) to answer any formal questions by members of which due notice has been given under Standing Order 8;
 - (13) to consider motions in the order in which notice has been received under Standing Order 6;
 - (14) to deal with any other business specified on the agenda; and

- (15) to deal with any matters of business which involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A to the Local Government Act 1972.

Variations in the order of business

- 4.3. The order of business under items 4.2 (4) to (15) can be changed:

- (1) at the discretion of the Chair;
- (2) by a resolution passed on a motion, duly moved and seconded, which must be moved and put without discussion. The motion need not be in writing, but must specify the reason why the order of business is to be changed.

5. Extraordinary meetings

- 5.1. Those listed below may request the Proper Officer to call an Authority meeting in addition to ordinary meetings:

- (1) the Authority by resolution;
- (2) the Chair of the Authority;
- (3) the Monitoring Officer;
- (4) any five or more members of the Authority if they have made a written request to the Chair of the Authority but he has refused to call the meeting or has failed to call it before the end of the period of seven days beginning with the date of the making of the request².

- 5.2. Any request for an extraordinary meeting must specify the business to be dealt with. No other business can be considered at the extraordinary meeting.

6. Notices of motion

- 6.1. Motions under Standing Order 7 may be moved without notice.
- 6.2. Notice of every other motion must be given in writing and be signed by the member of the Authority giving the notice and by another member as seconder. It must be received by the Proper Officer at least ten days before the next meeting. The Proper Officer must date and number motions in the order in which they are received

Motions to be set out in agenda

- 6.3. The Proper Officer must set out in the agenda for every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received, unless the member giving the notice stated in writing when giving it that it would be moved at a later meeting, or has since written to withdraw it.

² Upon the Chair's refusal or failure to call a meeting, any five members can call for an extraordinary meeting to be held – i.e. it does not have to be the same five members who made the original requisition

Motion not moved

- 6.4. A motion must be moved in the form set out in the agenda. This can be done by the member who gave the notice, or by another on behalf of that member. The motion must also be seconded. If this does not happen it will be treated as withdrawn and cannot be moved without fresh notice. Alternatively, if the Authority agrees, the motion can be postponed.

Automatic reference to committee

- 6.5. Unless the Chair decides otherwise, if the subject matter of any motion of which notice has been properly given comes within the province of any committee or committees it must, upon being moved and seconded, be referred without discussion to such committee or committees or to such other committee or committees as the Authority may determine, for consideration and report.
- 6.6. There may be occasions when it would be appropriate for the motion to be discussed at an Authority meeting. In such cases, the motion will either be the subject of an officer report at a future meeting or the motion will be debated at the Authority meeting at which it has been presented.

Scope of motions

- 6.7. Every motion must either relate to a function of the Authority or, affect the Authority's area. In addition, a motion must not:
- (1) be defamatory, frivolous or offensive;
 - (2) be substantially the same as a motion which has been put at a meeting of the Authority in the past six months and
 - (3) require the disclosure of confidential or exempt information.
- 6.8. The Proper Officer will, in consultation with the Chair, decide if these criteria are met.

7. Motions and amendments that can be moved without notice

- 7.1. The following motion and amendments can be moved without notice:-
- (1) to appoint a Chair of the meeting;
 - (2) relating to the accuracy of the minutes;
 - (3) that an item of business is taken before other items;
 - (4) to refer a matter to a committee;
 - (5) to appoint a committee or its members as a result of an item mentioned in the agenda for the meeting;
 - (6) to:

- (a) receive and adopt reports;
 - (b) receive confirm or amend minutes of previous meetings;
 - (c) receive minutes of committees;
 - (d) receive, adopt or amend recommendations or of any officer.
- (7) that a recommendation of a committee:
- (a) be adopted;
 - (b) be referred back to committee for further consideration and report;
 - (c) be received but be amended for adoption by the Authority in a manner specified.
- (8) that consideration of the motion be postponed;
- (9) to withdraw a motion;
- (10) to extend the time limit for speeches;
- (11) that a motion be amended;
- (12) that the Authority proceed to the next business;
- (13) that the question be now put;
- (14) that the debate be adjourned;
- (15) that the Authority adjourn;
- (16) to suspend Standing Orders, in accordance with Standing Order 22;
- (17) under Section 100A (4) of the Local Government Act 1972 to exclude the public;
- (18) that a member named under Standing Order 15 be not further heard or must leave the meeting;
- (19) to give the consent of the Authority where it is required by these Standing Orders.

7.2. It may be the case that action has previously been taken under delegated powers to an extent that makes a motion or amendment, once passed, impracticable to deal with the item in the manner desired by the Authority. If this is the case, the relevant officer or committee will re-examine the matter involved and report back to the Authority on it before taking any further decisions or implementing decisions already taken involving the same matter.

7.3. A procedural motion by the Chair must take precedence over any other motion and must be put forthwith without discussion or question and without the need of a

seconded. However, after the withdrawal of the public following any such motion a member may, notwithstanding any other provision of these Standing Orders, move that the public be re-admitted and upon that motion being seconded it may be discussed and voted upon.

8. Questions by members

- 8.1. A member may ask any question upon the business before the Authority (i.e. if included within the Agenda papers) if the question is put before the Authority's consideration of such business at that meeting is concluded. This includes questions relating to the minutes of a committee then being received for review or consideration.
- 8.2. A member may also ask any question relating to the business of the Authority providing written notice is received by the Proper Officer at least four clear working days before the meeting. Any such question shall be put and answered without discussion although the person to whom the question is put may decline to answer it. An answer may be given orally; or by reference to an Authority publication if it contains the answer. If an answer cannot conveniently be given at the meeting, it shall be given in writing circulated to members of the Authority within 10 working days. If a member has given written notice of a question but is not present when the question is to be put, that question may, with the Authority's consent, be asked by any other member present.

9. Questions from the public

- 9.1. Members of the public may ask questions at ordinary meetings of the Authority (but not extraordinary meetings).
- 9.2. Questions will be asked in the order that notice of them was received, except that the Chair may group together similar questions.
- 9.3. A question may only be asked if it has been received by the Proper Officer no later than four clear working days before the day of the meeting.
- 9.4. Each question must give the name and address of the questioner.
- 9.5. At any one meeting, no person/organisation may submit more than three questions.
- 9.6. The time allowed for each public question is five minutes and the total time allowed at each meeting is 20 minutes unless the Chair rules otherwise.
- 9.7. The Proper Officer, in consultation with the Chair, may reject a question if it:
 - (1) Is not about a matter within the Authority's remit;
 - (2) Is defamatory, frivolous or offensive;

- (3) Is substantially the same as a question which has been put at a meeting of the Authority in the past six months;
 - (4) Requires the disclosure of confidential or exempt information.
- 9.8. Copies of all questions will be circulated to all members and made available to the public attending the meeting.
- 9.9. A questioner who has asked a question in person may also ask one supplementary question (without notice) following the Authority's response to their original question. A supplementary question must arise directly from the original question or reply.
- 9.10. Any question which cannot be dealt with during public question time will be dealt with by a written answer.
- 9.11. A record of questions and their replies will be recorded in the minutes of the meeting.
- 10. Public speaking**
- 10.1. Members of the public may speak at Authority meetings on an item on the agenda (excluding the minutes). Representations must be confined to the subject of the relevant report on which a decision is being taken.
- 10.2. Requests to speak must be made at least two clear working days before the meeting and include the name and address of the speaker plus details of which agenda item it relates to.
- 10.3. The time allowed for each speaker is a maximum of five minutes, depending on the number of people registering to speak. A total of ten minutes is allocated between all speakers on any one item, unless the Chair rules otherwise.
- 11. Minutes**
- 11.1. The Chair will ask whether the minutes of the previous meeting of the Authority can be signed as a correct record. For extraordinary meetings called under paragraph 3 of Schedule 1 to the Norfolk and Suffolk Broads Act 1988, the minutes of the previous meeting stand deferred to the next ordinary meeting.
- 11.2. The only aspect of the minutes which can be discussed is their accuracy. Any question about their accuracy must be raised (by motion if the Chair considers this to be necessary). As soon as any such questions are resolved or, if no such question is raised, the Chair must sign the minutes.
- 11.3. Any questions on the accuracy of the report or minutes of a committee or sub-committee must be referred, without discussion, to the next meeting of that committee or sub-committee.
- 11.4. The signed minutes of the meeting shall stand as the formal record.

12. Rules of debate for meetings of the Authority

Motions and amendments

- 12.1. Other than set out in Standing Order 7, a motion or amendment cannot be discussed until it has been proposed and seconded. Unless notice has already been given under Standing Order 6 it must, if required by the Chair, be put into writing and handed to the Chair or Proper Officer before it is further discussed or put to the meeting. For clarity, any proposed amendment to a motion should also be written down and read out by the Chair prior to any vote being taken.
- 12.2. When seconding a motion or amendment a member may, on stating the intention to do so, reserve a speech on the matter until later in the debate.

Content and length of speeches

- 12.3. A member can only speak about the matter under discussion or on a point of order, or in personal explanation. A speech must not exceed five minutes in the case of the mover of a motion or three minutes in all other cases unless the Authority agrees to make an exception.

When a member may speak again

- 12.4. A member who has spoken on any motion cannot speak again while it is the subject of debate, except:
- (1) to speak once on an amendment moved by another member;
 - (2) to move a further amendment if the motion on which the member last spoke has been amended;
 - (3) if the member's first speech was on an amendment moved by another member, to speak on the main issue, whether or not the prior amendment was carried;
 - (4) in exercise of a right of reply given by paragraph 12.10 or 12.12 of this Standing Order;
 - (5) on a point of order;
 - (6) in personal explanation;
 - (7) to move a resolution under paragraph 12.12 of this Standing Order;
 - (8) to demand a recorded vote in accordance with Standing Order 19;
 - (9) to move the suspension of Standing Orders in accordance with Standing Order 22.

Amendments to motions

12.5. An amendment must be relevant to the motion and must either:

- (1) refer the subject under discussion to a Committee for consideration or re-consideration;
- (2) leave out words;
- (3) leave out words and add others;
- (4) add words.

Omissions or additions must not have the effect of merely negating the motion before the Authority.

12.6. Only one amendment may be moved and discussed at a time and no further amendment can be moved until the amendment under discussion has been dealt with. However, the Chair may allow two or more amendments to be discussed (but not voted on) together if this will help business to be dealt with more efficiently.

12.7. If an amendment is lost, other amendments can be moved on the original motion. If an amendment is carried, the amended motion takes the place of the original motion and becomes the motion upon which any further amendment can be moved (see flowchart in appendix).

Alteration to motion

12.8. If the Authority without discussion agrees, the proposer of a motion may amend that motion either:-

- (1) before it is formally moved; or
- (2) after it is moved, with the agreement of the seconder.

This can only be done if, in either case, the alteration is one which could have been made as an amendment to the motion.

Withdrawal of motion

12.9. A member can withdraw a motion or amendment with the permission of their seconder. A member cannot speak upon the motion once it has been withdrawn.

Right of reply

12.10. The mover of a motion has a right to reply at the close of the discussion on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion (who otherwise cannot speak on the amendment) also has a right of reply at the close of the discussion on the amendment. The mover of the amendment has no right of reply to the discussion on that amendment.

Other motions

12.11. When a motion is under debate no other motion can be moved except:

- (1) that the subject of debate:-
 - (a) be referred to a Committee for consideration; or
 - (b) be referred back to a Committee for further consideration;
- (2) to postpone consideration of the motion;
- (3) to amend the motion;
- (4) to proceed to the next business;
- (5) that the question be now put;
- (6) to adjourn the debate;
- (7) to adjourn the meeting;
- (8) that Standing Orders be suspended in accordance with Standing Order 22;
- (9) under Section 100A of the Local Government Act 1972 to exclude the public;
- (10) under Standing Order 15 that a member be not further heard or must leave the meeting.

Ending a debate

12.12. At the end of any speech another member who has not previously spoken on the motion can, without comment, move:

- "that the Authority proceed to the next business";
- "that the question be now put";
- "that the subject of debate be remitted to a Committee for consideration";
- "that the subject of debate be referred back to a Committee for further consideration";
- "that consideration of the motion be postponed";
- "that the debate be now adjourned"; or
- "that the Authority now adjourn".

On the seconding of such a motion, the Chair must proceed as follows:

- (1) on a motion "to proceed to the next business" or "to remit or refer back to the Committee", the Chair must first give the mover of the original motion a right of reply. Then, the Chair must put to the vote the motion to proceed to the next business, to remit the subject of debate to a Committee for

consideration, or to refer the subject of debate back to a Committee for further consideration, as the case may be;

- (2) on a motion that the question be now put, the Chair must first put that motion to the vote. If it is passed, the Chair must then give the mover of the original motion a right of reply before putting the original motion or amendment to the vote;
- (3) on a motion to postpone consideration of a motion or to adjourn the debate or the meeting, the Chair must put the postponement or adjournment motion to the vote without giving the mover of the original motion the right of reply on that occasion.

Only the Chair may move a second motion to the same effect under this paragraph in reference to the same motion or amendment within a period of thirty minutes.

- 12.13. When satisfied that a reasonable range of opinion has been expressed on a motion or amendment, the Chair may conclude the debate by calling upon the mover of the original motion to reply.

Points of order and personal explanations

- 12.14. A point of order is a request by a member to the Chair for a ruling on any alleged irregularity in the constitution or conduct of the meeting. The point of order must be raised as soon as the alleged irregularity is noticed. The member who notices the irregularity must specify the Standing Order or the statutory provision concerned together with the alleged breach. A member making a point of order may not abuse it by making a speech.
- 12.15. When a member is misunderstood or misquoted by a later speaker or wishes to correct an earlier mis-statement subsequently quoted by a later speaker the member can rise on a point of personal explanation and, with the permission of the Chair, interrupt the speaker in order to briefly to correct the misunderstanding.
- 12.16. The ruling of the Chair on a point of order, or on the admissibility of a personal explanation, is not open to discussion.

Respect for the Chair

- 12.17. Whenever the Chair rises during a debate any member then speaking must cease to do so and the rest of the members must be silent.

13. Registration and declaration of interests

- 13.1. Members are responsible for registering and declaring interests in accordance with the Authority's adopted Member Code of Conduct.

14. Motions affecting employees or exempt information

- 14.1. If any question arises at a meeting of the Authority to which the press or the public has been admitted as to the appointment, promotion, dismissal, salary,

superannuation or conditions of service, or as to the conduct of any employee of the Authority or to any information likely to be exempt under schedule 12A of the Local Government Act 1972, that question must not be the subject of discussion until the Authority has decided whether or not to exercise any power to exclude the public.

15. Disorderly conduct

- 15.1. If any member persistently disregards the ruling of the Chair, or behaves irregularly, improperly or offensively, or intentionally obstructs the business of the Authority, the Chair or any other member can move "that the member named be not further heard". If the motion is seconded it must be put to the vote without discussion.

Continuing misconduct by a named member

- 15.2. If the member continues to behave improperly after a motion under paragraph 15.1 has been carried the Chair will either:

- move "that the member named leave the meeting" (in which case the motion must be put to the vote without seconding or discussion); or
- adjourn the meeting for a specific period.

General disturbance

- 15.3. If there is a general disturbance, the Chair can adjourn the meeting either for a period to be specified at the time of the adjournment or to the next ordinary meeting of the Authority.

16. Disturbance by members of the public

- 16.1. If a member of the public interrupts the proceedings, the Chair will issue a warning. If the interruption continues, the Chair may order the offender to be removed from the meeting room. In the case of general disturbance in any part of the meeting place open to the public, the Chair may order that part to be cleared. In neither case will a vote be required for it to take effect.

17. Recording of meetings and use of hand-held electronic devices

- 17.1. Under the Openness of Local Government Bodies Regulations (2014), which amend s.100A of the Local Government Act 1972, filming, photographing and making an audio-recording of public meetings is permitted. However, this does not include oral commentary during the meeting and any permitted activities must not disrupt the meeting. The Chair should ensure that members of the public who actively object to being filmed are not to be filmed, without undermining the broader transparency of the meeting. Where a resolution is made to exclude the public from a meeting or part of a meeting, members of the public will not be allowed to film, photograph or record the meeting or part of the meeting
- 17.2. Subject to the availability of a suitable recording device and operator, the Authority shall make its own audio recording of its meetings and committee meetings. The Chair should announce at the beginning of every such meeting that recording is taking place and that the Authority retains the copyright in such recordings.

Recordings will be retained in accordance with the Authority's adopted data retention and information management policy.

17.3. Members wishing to make their own recording of meetings should declare this to the Chair at the commencement of the meeting.

17.4. Members should not use their phones, tablets, laptops etc in a way which causes disruption to any meeting or in a manner which in the opinion of the Chair is overly intrusive to the meeting or which shows disrespect or discourtesy to other participants (this includes volume levels being switched to silent). Such devices should also not be used for communicating or receiving information during any committee meeting

18. Rescission of earlier resolution

18.1. A motion or amendment to rescind a decision made by the Authority within the preceding six months cannot be moved unless the notice of the motion given under Standing Order 4 is signed by at least one third of the members of the Authority. When this motion or amendment has been dealt with, no-one can propose a similar motion for a further six months.

18.2. This Standing Order does not apply to motions moved as a result of a recommendation of a committee.

19. Voting

19.1. Unless specifically provided to the contrary within these Standing Orders or in circumstances required by law, voting is by a simple majority vote of those present. Except for cases falling within Standing Order 20.3 and 20.4, voting is by show of hands. However, any member who wants the individual votes on any matter recorded to show how each member voted, must ask for this to be done before a vote is taken, and the request will be allowed if at least one third of the members present show their support by raising their hand at the time of the request. An individual's vote will only be recorded if the named member says "for", "against" or "abstain" immediately after their name is called. After the vote has been taken, a member may ask for their own individual vote to be recorded in the minutes.

19.2. Where there is an equality of votes at any meeting, the Chair (shall have a second or casting vote. For the avoidance of doubt, the casting vote is where the person presiding has previously voted or has abstained on the same matter being voted upon.

20. Voting on appointments and Chairs

Chairs and Vice-Chairs of the Authority

20.1. At the annual meeting of the Authority, a Chair and Vice-Chair shall be appointed in accordance with paragraph 5 of Schedule 1 of the Norfolk and Suffolk Broads Act 1988.

- 20.2. It is preferable that the names of candidates and their intended proposer and seconder be provided in writing to the Senior Governance Officer not later than 4pm 14 calendar days before the annual meeting. Details of any nominations received by the deadline and the intended proposers and seconders will be published on the agenda. However, this does not prevent nominations being made in the meeting itself.
- 20.3. Where there is only one eligible candidate they shall, upon being proposed and seconded at the meeting, be appointed as Chair or Vice-Chair without a vote.
- 20.4. Where there is more than one eligible candidate, voting papers shall be distributed at the annual meeting and each member shall write the name of their preferred candidate for the position. In the case of the ballot for Chair of the Authority, the outgoing Chair shall write on a ballot paper of a different colour the name of a candidate in the event of a casting vote being needed. The candidate with the majority of votes shall be appointed as Chair. In the event of an equality of votes the outgoing Chair's casting vote shall be used.

Chairs and Vice-chairs of committees

- 20.5. The rules applying in 20.1 to 20.4 also apply to the appointment of Chairs and Vice-chairs of the Authority's committees.

Voting on other appointments

- 20.6. All members shall be invited to express their interests in serving on committee or outside bodies, in writing, in advance of the annual meeting. All expressions of interest shall be reported first to the Chairs' Group and subsequently, to the annual meeting (or other meeting as advised in advance) for a decision.
- 20.7. Where there are two or more positions or vacancies to be filled and the number of persons nominated exceeds that number, voting papers will be distributed and a vote taken by each member writing on one voting paper the names of no greater number of the persons nominated than would be required to fill the positions or vacancies under consideration.
- 20.8. Where any person receives a number of votes equalling or exceeding the quota then that person will fill one of the positions or vacancies. If not all positions or vacancies are filled following that round of voting, then a fresh vote will be taken.
- 20.9. If none of the persons receives sufficient votes to fill any of the positions or vacancies in any round of voting the person with the lowest number of votes must be struck off the list before a fresh vote is taken.
- 20.10. This procedure will go on until all the positions or vacancies have been filled.
- 20.11. The quota is determined by dividing the total number of votes which are actually cast by one more than the number of places to be filled and then by adding one; fractions will be ignored.

20.12. In any round of voting any member may only cast one vote in favour of any one person.

21. Variation and revocation of Standing Orders

21.1. Any motion to vary or revoke these Standing Orders must, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Authority.

22. Suspension of Standing Orders

22.1. Subject to paragraph 22.2 any of these Standing Orders may be suspended in relation to the meeting where its suspension is moved for any specified business at that meeting.

22.2. A motion to suspend Standing Orders cannot be moved without notice (i.e. under Standing Order 7.1(16) unless at least one half of the whole number of members of the Authority are present.

22.3. A motion to suspend Standing Orders must:

- (1) specify the Standing Order(s) to be suspended;
- (2) be moved in terms limited to an explanation of the reasons for the suspension;
- (3) be seconded in formal terms only;

and thereupon be put to the Authority without debate.

23. Interpretation of Standing Orders

23.1. The Chair's ruling on the interpretation or application of any of these Standing Orders, or as to any proceedings of the Authority, is final for the purposes of the meeting at which it is given.

Part B - Committees

24. Application of Standing Orders to committees and sub-committees

24.1. Every committee and sub-committee shall carry out its business in conformity with the Standing Orders in Part A so far as applicable to their terms of reference, save that Standing Orders 2, 4(10) and (12), 6.5, 7.1(4), 7.1(5), 7.1(6)(c), 7.1(7) and 9 and 10 shall not apply to them. The following Standing Orders in Part A shall apply to committees and sub-committees only to the extent indicated:

6.7 will apply but the motion must relate to a function of the committee.

12.2 and 12.4 will apply only when a formal motion or amendment is before the meeting and will not there preclude a member from speaking more than once in general debate prior to that stage.

18 will not apply otherwise than to debar a member from proposing at any meeting a motion to rescind any resolution passed at the same meeting or any motion of amendment to the same effect as which has been rejected at the same meeting.

22 shall be modified as follows: "Standing Orders 4, 6 and 12 only may be suspended in relation to the meeting where suspension is moved for any specified business at that meeting."

25. Appointment of Committees

25.1. The Authority must, at the annual meeting, appoint such committees as it is required to appoint by law and may at any time appoint any other committees, which it considers are necessary to carry out the work of the Authority. However, except in relation to the Navigation Committee, the Authority must not appoint any member of a committee so as to hold office later than the next annual meeting of the Authority.

25.2. In addition, the Authority may at any time:

(1) dissolve a committee;

(2) alter the membership of a committee provided that the membership and appointment of co-opted members of the Navigation Committee are made in accordance with statutory procedures.

25.3. Every committee will continue in being until its successor is appointed.

25.4. The Hearings Sub-Committee shall be convened by the Monitoring Officer when required under the Members' Code of Conduct and this shall include three members from the Standards Committee, one of whom shall be elected Chair.

26. Appointments to committees

26.1. Every committee (with the exception of the Navigation Committee) will, at its first meeting after the annual meeting of the Authority in any year and whenever else

necessary, elect a Chair and a Vice-Chair for the year, who will each serve until a successor is appointed. In the absence from a meeting of the Chair and Vice-Chair, a Chair for that meeting must be appointed.

- 26.2. The Navigation Committee will, at its meeting immediately preceding the penultimate Authority meeting in that committee year, elect a Chair and a Vice-Chair for the year ahead who will each serve until their successor is appointed.

27. Extraordinary meetings of committees

- 27.1. The Chair of a committee or the Chair of the Authority may call an extraordinary meeting of a committee at any time. An extraordinary meeting must also be called on the request of a quarter of the whole number of the committee, delivered in writing to the Proper Officer. However, in no case can fewer than three members request an ordinary meeting. The summons to the extraordinary meeting must set out the business to be considered at that meeting. Except in the case of any matter which requires to be considered urgently, no business shall be transacted at any meeting other than that specified in the summons to that meeting. .

28. Sub-committees

- 28.1. Standing Order 20 applies to sub-committees as it applies to committees.

29. Quorum of committees and sub-committees

- 29.1. Except where authorised by a statute or ordered by the Authority, business must not be transacted at a meeting of any committee unless at least one quarter of the whole number of the voting members of the committee or four voting members (whichever is more) are present, subject to the following exception:

- (1) In the case of the Risk, Audit and Governance Committee, the quorum is three members.

- 29.2. Except where ordered by the committee that has appointed it, business must not be transacted at a sub-committee unless at least one quarter of the whole number of the voting members of the sub-committee or three voting members (whichever is more) are present, subject to the following exception:

- (1) In the case of the Hearings Sub-Committee, the quorum is two members.

30. Financial Regulations

- 30.1. Every committee and sub-committee must comply with the Financial Regulations of the Authority.

31. Voting in committees and sub-committees

- 31.1. Voting at a meeting of a committee or sub-committee must be by a show of hands.

32. Questions at meetings of committees and sub-committees

- 32.1. A member of a committee or sub-committee may, at any meeting of the committee or sub-committee, ask through the Chair any question on any matter within the

terms of reference of that committee or sub-committee, provided they have given written notice of their intention, setting out the terms of the question, to the Chair (copied to the Proper Officer) at least four clear working days before the meeting at which the question is to be asked.

33. Adjournment of committee and sub-committee meetings

33.1. When a committee or sub-committee adjourns, whether by resolution or by decision of the Chair, the meeting must specify at that time the date, time and place to which it is adjourned.

33.2. If this is not practicable and a meeting is adjourned for an unspecified period and/or to an unspecified place, the Proper Officer must notify all members of the committee or sub-committee of the new date, time and place once these have been determined.

34. Mover of motion may attend committee

34.1. A member of the Authority who has moved a motion which has been referred to any committee or sub-committee must have notice of the meeting at which it is proposed to consider the motion. The mover may attend the meeting and explain the motion.

Part C - General

35. Canvassing of and recommendations by members and officers

- 35.1. Candidates for any appointment with the Authority will be disqualified if they canvass Authority or committee members in their favour. The effect of this paragraph must be included in all application forms.
- 35.2. A member may give a written reference to accompany an application, but must not in any way try to influence improperly the choice of candidate for any appointment.

36. Relatives of members or officers

- 36.1. A candidate for any appointment with the Authority who is related to any member or officer must, when making an application, disclose that relationship to the Proper Officer. A candidate who knowingly fails to disclose such a relationship will be disqualified for the appointment and, if appointed, will be liable to instant dismissal. Every member and officer must disclose to the Proper Officer any known relationship to any candidate for an appointment under the Authority.
- 36.2. The effect of this Standing Order must be included in all application forms.
- 36.3. For the purpose of this Standing Order a candidate is related to a member or officer, and a member or officer has a relationship with a candidate, if the candidate's relationship with the member or officer is one of a:
- (1) spouse, civil partner, partner, parent, parent-in-law, son, daughter, step son, step daughter, son-in-law, daughter-in-law, brother, sister, grandparent, grandchild, uncle, aunt, nephew or niece;
 - (2) child, or brother or sister, or parent of a spouse, civil partner, or partner;
 - (3) spouse, civil partner or partner of any such person in 36.3 (1) and (2) above.

37. Common Seal and signing of documents

- 37.1. The Proper Officer shall keep the Common Seal of the Authority in a safe place.
- 37.2. The Common Seal may only be affixed to a document if the sealing has been authorised by a decision of the Authority or of a committee, sub-committee or an officer acting under statutory or delegated powers or duties. A decision that authorises the doing of any act that should or may be recorded or effected by means of a document under the Seal is sufficient authority for sealing any document necessary to record or give effect to the decision.
- 37.3. The Common Seal may only be affixed to a document if attested by the Proper Officer or or such other senior officer authorised by them.
- 37.4. A record of every sealing must be entered and consecutively numbered in a book and signed by the officer who attested the sealing.

37.5. A resolution of the Authority or of a committee or sub-committee passed in the exercise of statutory delegated powers authorising the doing of any act that should or may be recorded or effected by a signed document is sufficient authority for the signing of the document by the Proper Officer or by such officer of the Authority as is duly authorised to sign the document.

38. Authority of individual members

38.1. Unless specifically authorised by the Authority or a committee, a member of the Authority or of a committee must not:-

- (1) issue any order relating to work being done by or for the Authority; or
- (2) as a member of the Authority or committee claim any right to enter or to inspect property which the Authority has the power or duty to enter or inspect.

39. Documents not for publication

38.2. Except where the subject matter of any document has become public in the ordinary course of the Authority's business or by a decision of the Authority, a committee or sub-committee, a member who has inspected a document or minute for the purposes of their duties as a member must not communicate its contents to any member or member of the public.

39.2. All reports and other documents and all proceedings of committees and sub-committees must be treated as not for publication unless and until they become public in the ordinary course of the Authority's business or at the direction of a committee exercising delegated powers.

Adopted: 29.11.24 (implemented 01.01.25)

Amended:

Flow chart for dealing with motions and amendments

