

**DRAFT  
STANDING ORDERS**

**ESKBANK & NEWBATTLE COMMUNITY COUNCIL  
STANDING ORDERS**

These Standing Orders are adopted for use by Eskbank & Newbattle Community Council, (hereinafter called 'The Community Council').

Meetings of the Council.

- a. Regular meetings of the Community Council shall be held each month, with the exceptions of January, April, July and August, on a date and in a venue to be determined at the Annual General Meeting. An Annual General Meeting shall be held no later than December of each year. The meetings of any sub-committee of the Community Council shall be as determined by the Community Council when setting up the sub-committee.
- b. All meetings of the Community Council shall be open to the public.
- c. Members of the public shall be invited to address the Community Council on matters within its Objectives.
- d. Special Meetings of the Community Council may be called at any time on the instructions of the Chair of the Community Council on the request of not less than one-half of the total number of Community Council members, or on the request of a petition signed by at least 20 persons, resident within the Community Council area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting. A special meeting shall be held within 21 days of the receipt of the request, or as soon as practical thereafter.
- e. The notice of ordinary and Annual General Meetings of the Community Council, featuring the date, time and venue, shall be provided to the Midlothian Council Liaison Officer by the Secretary of the Community Council, at least 10 days before the date fixed for the meeting.

Minutes

- a. Minutes of the proceedings of a meeting of the Community Council shall be drawn up within fourteen days from the date of that meeting, the draft of which is to be circulated to all Community Council members; to the Midlothian Council Liaison Officer and to relevant elected members and other interested parties as appropriate.
- b. The minutes are to be discussed at the next Community Council meeting and, following their approval by the Community Council, signed by the Secretary and retained for future reference.
- c. Copies of the approved minutes are to be displayed on the Community Notice Board and in other places deemed suitable.

Quorum. A quorum of 3 members shall be sufficient to hold a meeting of the Community Council.

Order of Business.

- a. The order of business for an ordinary meeting of the Community Council shall be as follows:

Recording the membership present and apologies received  
Visitor Matters – for short topics, not exceeding 15 minutes  
The minutes of the last meeting shall be discussed and submitted for approval  
The Police Report  
Matters of correspondence received and sent shall be discussed  
Any other item of business, which the Chair has directed should be considered  
Any other competent business  
Questions from the floor  
The date of the next meeting, after which the Chair should close the meeting

- b. The order of business for the Annual General Meeting shall be as follows:

Recording the membership present and apologies received  
Chair's Annual Report and questions from the floor  
Secretary's Annual Report and questions from the floor  
Treasurer's Submission of the Balance Sheet and Annual Accounts, duly independently examined and certified correct, and questions from the floor.  
At the Annual General Meeting featuring the election of Community Councillors - demit of current office bearers and election of office bearers.  
The date of next Annual General Meeting, after which the Chair should close the meeting.

- c. The order of business for a Special Meeting shall be as follows:

Recording the membership present and apologies received  
Business for debate, as described in the calling notice for the special meeting  
Chair to close the meeting.

Order of Debate

- a. The Chair 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 Chair shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the Community Council. The Chair in determining the order, relevance and competency of business and that questions have particular regard to the relevance of the issue to the community. He/She must ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chair shall have the power, in the event of disorder arising at any meeting, to adjourn the Council meeting to a time he/she may then, or afterwards, fix.
- b. Every motion or amendment shall be moved and seconded.
- c. After a mover of a motion has been called on by the Chair to reply, no other members shall speak to the question.
- d. A motion or amendment once made and seconded shall not be withdrawn

without the consent of the mover and seconder thereof.

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

Voting.

a. Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.

b. The Chair of a meeting of the Community Council shall have a casting vote as well as a deliberative vote.

Alteration of Standing Orders. Any proposal to alter these Standing Orders must be considered by the Community Council and submitted to the Midlothian Council Liaison Officer for agreement. The local authority shall have final discretion on any proposed change.

Committees. The Community Council may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

Suspension of Standing Orders . These Standing Orders shall not be suspended except at a meeting at which two-thirds of the total number of Community Council members are present and then only if the mover states the object of his motion and if two-thirds of the Community Council members present consent to such suspension.