

DARLEY AND MENWITH PARISH COUNCIL

ADDENDUM TO STANDING ORDERS – MAY 2020

INTRODUCTION:

The following Standing Orders are an addendum to the Standing Orders for Darley and Menwith Parish Council (the Council) to enable the effective management of meetings held remotely due to emergency restrictions (such as the Coronavirus pandemic); in all other matters, the Council's Standing Orders continue to apply.

1. CONVENING

- a. A remote meeting of the Council or of one of its committees will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
- b. The Council will ensure that all non-confidential meeting papers are posted on its website.

2. CHAIRMAN'S ROLE:

All meetings shall commence with a statement from the Chairman, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.

3. PRESENT:

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance (whether by video conferencing or by telephone).

Where the Council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the Council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting.

All councillors present will be required to state their name prior to the commencement of the meeting.

4. QUORUM:

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

5. VOTING:

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

The Chairman will request a response to each proposal verbally, from each member present.

The minutes will reflect the decision of the Council.

6. COUNCIL/COMMITTEE DISCUSSION:

The rules of debate, as set out in Darley and Menwith Council Standing Orders will apply.

In order to contribute to a discussion, a member shall indicate (either by raising their hand on the online Platform software or by speaking their name aloud). The Chairman shall then ask the member to speak when possible.

After each member has been heard, the Chairman will call for a proposal on the item of business to be transacted, by a member present (member to state their name prior to making the proposal).

Once a proposal is moved, if required, the Chairman will call for that proposal to be seconded by a member present (member to state their name prior to speaking).

The Chairman will request any amendments to said proposal from each member present, prior to moving to a vote on that proposal.

7. DECLARATIONS OF INTEREST IN AN ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING:

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

If a councillor leaves a meeting on account of a disclosable pecuniary interest or another interest, the Clerk shall note the time of leaving the meeting. Following the discussion and any vote, Clerk shall contact the councillor to ask them to re-join the meeting and note the time of re-joining the meeting.

8. PUBLIC PARTICIPATION:

The Chairman will ask each member of the public joining the meeting by telephone or video-conferencing if they wish to contribute to the session. Members of the public will then be given the opportunity to speak in accordance with the Council's Standing Orders.

9. EXCLUSION OF THE PRESS AND PUBLIC

All meetings of the Council and its committees must be available for the press and public to attend (i.e. open to the public).

The Council or a committee may resolve to exclude the press and public, from a meeting (whether during the whole or part of the proceedings), due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted or for other special reasons.

If resolved, the Clerk shall enable an additional remote meeting and send the details to councillors. Councillors shall join the new meeting for that business.

Following the discussion and any vote, councillors and the Clerk shall return to the original meeting.