

CHARLTON PARISH COUNCIL

STANDING ORDERS

(amended and adopted at the Meeting held on 8th November 2007)

1. (deleted on 13.11.03)
2. Minutes to be read and signed.
3. Business to be taken in the order of the agenda.
4. Any motion by any member to be given to the Chairman or Clerk in writing, three days before the meeting.
5. When a motion has been moved and seconded, amendments may be proposed and seconded, but should not be in the form of a direct negative.
6. Amendments to be voted on separately and no further amendments can be proposed until the former amendment disposed of.
7. The mover has a right of reply, but the mover of an amendment has not, unless the Chairman allows. If an amendment is carried, the motion as amended shall take the place of the original, and shall be subject to further amendment.
8. One person to speak at a time.
9. Every speaker to address the chair; if two speak together, the Chairman decides Priority
10. When the Chairman rises, any speaker must at once stop speaking.
11. Any member may "rise to order" and raise any matter of order. The Chairman's decision is final.
12. *The* Chairman *shall* not dissolve the meeting by leaving the chair without the consent of the meeting.
13. Chairman shall take all necessary means to preserve order, which must be complied With.
14. All ratepayers of the Parish be admitted to ordinary meetings of the Council, and the press be admitted.
15. The Statutory Annual Meeting
 - (a) in an election year shall be held on the Thursday next following the fourth day after the ordinary day of elections to the Council, and
 - (b) in a year which is not an election year shall be held on the second Thursday in May
16. The three other statutory meetings shall be held on the second Thursday in the months of May, September and January.

17. Three additional meetings shall be held on the second Thursday in the months of July, November and March.

18. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

19. If a members so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.

20. (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote, even though he gave no original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

21. At each Annual Meeting the first business shall be:

(a) to elect a Chairman.

(b) To receive the Chairman' declaration of acceptance of office, or if not then received, to decide when it shall be received.

22. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman or Vice-Chairman be absent and to receive such a declaration of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

23. After first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-

(a) After consideration to approve the signature of the Minutes by the person presiding as a correct record.

(b) To deal with business expressly required by statute to be done.

24. On completion of the terms of office of the Chairman and Vice-Chairman at the commencement of the Annual Meeting, the immediately previous chairman shall not be eligible for nomination as Chairman and the immediately previous Vice-Chairman shall not be eligible for nomination as Vice-Chairman, unless there are no other nominations.

25. The proceedings of the Parish Council shall be in accordance with the Code of Conduct, which was adopted by the Parish Council on 13th September 2007 (minute no. 89/07)

26 The Council agrees to abide by the Financial Regulations in force at the current time.

B B Browne, Chairman. R D Gurney, Clerk