

**EMPINGHAM PARISH COUNCIL (EPC)****STANDING ORDERS****1. POWERS AND DUTIES OF THE CHAIRMAN**

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

**2. PROPER OFFICER**

The Proper Officer of the Council is the Clerk. The Responsible Financial Officer of the Council is the Clerk. Other duties and responsibilities of the Clerk are as laid down in the conditions of Service Contract and Job Description.

Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise Members on the content and interpretation of these Standing Orders.

**3. QUORUM**

Three Members shall constitute a Quorum. If a quorum is not present when the Council meets or if during a meeting the number of Members, for whatever reason falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such a day as the Chairman may decide.

**4. VOTING**

Members shall vote by show of hands unless the meeting decides otherwise.

If the meeting so requires, the Clerk shall record the names of the Members who voted on any question and how they voted.

The Chairman may give an original vote on any matter put to the vote and, in the case of equality of votes, may give a casting vote, whether or not the original vote was given.

**5. CODE OF CONDUCT**

All members shall observe the Code of Conduct.

**6. ORDER OF BUSINESS**

The order of business shall be stated on an Agenda paper which shall be delivered to each Member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

**7. RESOLUTIONS MOVED ON NOTICE**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been included on the Agenda.

Members may put an item of notice of resolution on the Agenda by giving the Clerk written notice of the item or resolution at least seven clear days prior to the meeting to which that Agenda relates.

Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which effects its area.

**8. RULES OF DEBATE**

All remarks shall be addressed to the Chairman.

No discussion shall take place on the Minutes of the previous meeting except upon their accuracy.

Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

A Member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion amendment.

A Member shall direct comments to the question under discussion or to a personal explanation or to a point of order.

No speech by the mover of resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

The mover of a resolution shall have the right of reply not exceeding one minute.

The ruling of the Chairman on a point of order on the admissibility of an item shall not be discussed.

A representative of local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.

**9. CLOSURE**

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he feels that the question before the Council has not been sufficiently debated.

**10. RESCISSION OF PREVIOUS RESOLUTIONS**

A decision of the Council (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three Members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

**11. CONFIDENTIAL BUSINESS**

No Member of the Council shall disclose to any person, not being a Member of the Council, any business declared to be confidential by the Council.

**12. RUTLAND COUNTY COUNCIL WARD MEMBERS AND POLICE**

RCC Ward Councillors shall be invited to attend meetings and shall be sent copies of the Agendas, Minutes and other relevant documentation.

**13. LENGTH OF MEETINGS**

Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two-and-a-half-hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date decided by the Chairman.

**14. SUSPENSION OF STANDING ORDERS**

These Standing Orders may be suspended at any time and for any period of time by resolution.

**15. STANDING ORDERS TO BE GIVEN TO MEMBERS**

A copy of these Standing Orders shall be given to all Members.

**16. INTERPRETATION**

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

**17. MEETING MINUTES**

Draft minutes from all formal meetings (i.e. full council or board, committee and sub-committee meetings) will be published online not later than one month after the meeting has taken place. These draft minutes will be considered at the next meeting and any amendments agreed will be incorporated in the minutes. The minutes will be placed on public record.

**18. ITEMS OF EXPENDITURE**

Details of each individual item of expenditure above £100 will be published online including; a date the expenditure was incurred; summary of the purpose of the expenditure; amount of Value Added Tax that cannot be recovered. These details will be published as a financial report to be included with the Minutes of a meeting.