

THE STANDING ORDERS OF THE ASSOCIATION OF SCOTTISH COMMUNITY COUNCILS

Part A – All meetings

1. Conduct of meetings

- 1.1 It shall be the duty of the Chair to preserve order and to ensure that members present receive a fair hearing. The Chair shall decide all matters of order and relevance and shall conduct the meeting strictly in terms of these Standing Orders.
- 1.2 Prior to each meeting, the President or Vice-President and Secretary shall prepare an agenda, a copy of which shall be given to each prospective attendee prior to the opening of the meeting. Items thereon shall take precedence over all other business.

2. Suspension of Standing Orders

- 2.1 In the event of any matter of urgency, the Chair must accept a seconded motion for Suspension of Standing orders. The attendee moving such a motion must clearly state the following three:-
 - a) the nature and urgency of the item
 - b) the number (s) of standing orders affected
 - c) the length of time (not exceeding thirty minutes) he/she desires such Suspension to take.
- 2.2 At the option of the meeting, a further Suspension may be moved, but no such further Suspension shall take place except by a two-thirds majority of the attendees present and voting.

3. Minutes

The Minutes of the previous meeting shall be distributed, but no discussion or motion shall be allowed on the Minutes except in respect of their accuracy. After confirmation of the Minutes, they shall be signed by the Chair and members shall then be at liberty to ask questions with regard to matters arising from them. Such questions shall be allowed for the purposes of information only and no debate on the policy outlined in the Minutes shall take place.

4. Chair's Ruling

The ruling of the Chair on any question under the Standing Orders shall be final, unless challenged by not less than three members. In that event the Chair shall, without further discussion, submit the matter to the meeting. Unless two-thirds majority of those present and voting support the challenge, the Chair's ruling shall stand.

5. Interruption

If any member interrupts another while addressing the meeting, or uses abusive or profane language and refuses to obey the Chair when called to order, he/she shall be named by the Chair. He/she shall then be expelled from the meeting and shall not be allowed to enter until an apology, satisfactory to the meeting, be given. No member shall leave the meeting before its conclusion without the permission of the Chair.

6. Motions

Debate on Motions

- 6.1 When a debate has been initiated by a formal motion, no member shall be allowed to speak more than once, unless on a point of order or explanation. No member shall speak for more than five minutes at a time.
- 6.2 On an amendment being moved, any member, even though he/she has spoken on the original motion, may speak again on the amendment.
- 6.3 Members wishing to raise points of order or explanation must first obtain the permission of the Chair and must do so immediately the alleged breach has occurred.
- 6.4 The first proposition on any subject shall be known as the original motion and all succeeding propositions on that subject shall be called amendments. Every motion or amendment must be moved and seconded by members present at the

meeting before they can be discussed.

- 6.5 when an amendment to an original motion has been moved, no further amendment shall be discussed until the first amendment has been disposed of.

Closing a Debate

- 6.6 Any member may move that “the question be put”, provided that such a motion is seconded and the debate has proceeded for a minimum of ten minutes.
- 6.7 Any member who has not taken part in the debate may move that the meeting “proceed to next business.” Such a motion must be seconded and carried on a vote.
- 6.8 In all other cases, it is the responsibility of the Chair to regulate the debate as specified in Standing Order One.

7. Withdrawals and Additions

No motion or amendment which has been accepted by the Chair shall be withdrawn without the unanimous consent of the meeting. No addendum or rider shall be added or a motion that has once been accepted by the Chair without the unanimous consent of the meeting. Should any member dissent, the addendum must be proposed and seconded then treated as an ordinary motion.

8. Voting

Voting on agenda items shall be on the basis of one voter pre eligible member present and voting as specified in section 7.1 of the Constitution

9. Rescinding a Decision

No resolution shall be rescinded or amended at the same meeting at which it was passed. No resolution involving important issues of finance or policy shall be rescinded at any meeting unless every member eligible to attend such meeting has been duly notified and given the opportunity of

being present. A minimum of seven days notice of such a meeting shall be given.