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| <p style="text-align:center"><b>The Chilterns Conservation Board</b><br/><b>Standing Orders Regulating the Meetings and Proceedings of the Board</b><br/><b>(adopted by the Board on 21<sup>st</sup> January 2005)</b></p> |
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The meetings and proceedings of the Chilterns Conservation Board shall be conducted in accordance with the rules contained in Schedule 3 of the Chilterns Area of Outstanding Natural Beauty (Establishment of Conservation Board) Order 2004 (Statutory Instrument No 1778) (“the Order”). The relevant parts of those rules are incorporated where appropriate in these standing orders.

The remainder of these standing orders are made for the regulation of the proceedings and business of the Board pursuant to Schedule 3 of the Order and section 20 of the Local Government and Housing Act 1989.

## **PART A: STANDING ORDERS APPLICABLE TO MEETINGS OF THE BOARD**

### **1. Date of Annual Meeting of the Board**

1.1 The first meeting of the Board shall be the annual general meeting of the Board for 2005. In 2006, and in each subsequent year, the Board shall hold an annual general meeting.

### **2. Date and Time of Other Meetings of the Board**

2.1 In 2005, and in each succeeding year, the Board shall hold, in addition to the annual general meeting for that year, at least two other meetings for the transaction of general business. Every such additional meeting shall be held at such hour and on such days as the Board may determine but shall be held as near as may be at regular intervals.

2.2 Each year the Board shall approve a calendar of meeting of the Board and its committees.

### **3. Extraordinary General Meetings of the Board**

3.1 The chairman of the Board, or if the office of chairmen is vacant the deputy chairman of the Board, or if the offices of chairman and deputy chairman are vacant the chief officer, may call an extraordinary general meeting of the Board at any time.

3.2 Five members of the Board may send to the chairman of the Board, or if the office of chairmen is vacant the deputy chairman of the Board, or if the offices of chairman and deputy chairman are vacant the chief officer of the Board, a signed requisition in writing for an extraordinary general meeting of the Board.

3.3 Where the chairman, deputy chairman or chief officer (as the case may be) have not called an extraordinary general meeting within seven days of the presentation of a requisition as set out in standing order 3.2 any five members of the Board may forthwith call an extraordinary general meeting of the Board.

#### **4. Location of Meetings of the Board**

4.1 All meetings of the Board shall be held at such place, either within or outside of the Chilterns Area of Outstanding Natural Beauty, as the Board may direct.

#### **5. Calling of Meetings**

5.1 At least three clear days (excluding any day which is a Saturday, Sunday, bank holiday, Christmas Day, or Good Friday) before a meeting of the Board—

5.1.1 notice of the time and place of the intended meeting shall be published at the principal offices of the Board and, where the meeting is called by members of the Board, the notice shall be signed by those members and shall specify the business proposed to be transacted; and

5.1.2 a summons to attend the meeting, specifying the business proposed to be transacted and signed by the chief officer of the Board, shall, subject to standing orders 5.2 and 5.3 be left at or sent by post to the usual place of residence of every member of the Board with a copy given to the proper officer for each local authority specified in Schedule 1 of the Order, the Countryside Agency and the Secretary of State.

5.2 If a member of the Board gives notice in writing to the chief officer of the Board that he desires summonses to attend meetings of the Board to be sent to him at some address specified in the notice other than his place of residence, any summons addressed to him and left at or sent by post to that address shall be deemed sufficient service of the summons.

- 5.3 Where a member of the Board and the chief officer agree in writing, summonses to attend meetings of the Board may be given to that member by electronic communication.
- 5.4 Want of service of a summons on any member of the Board shall not affect the validity of a meeting of the Board.
- 5.5 Except in the case of business required by or under the Order or any other statutory provision to be transacted at the annual general meeting of the Board and other business brought before that meeting as a matter of urgency in accordance with standing order 12.3 no business shall be transacted at a meeting of the Board other than that specified in the summons relating thereto.

## **6. Appointment of Chairman and Deputy Chairman**

- 6.1 The Board shall, as its first item of business at its annual general meeting, elect one of its members to hold office as chairman of the Board. The chairman shall, unless he resigns his office or ceases to be a member of the Board, hold office until immediately after the election of the chairman at the next annual general meeting, such term not to exceed one year. A chairman shall, on ceasing to hold office, be eligible for re-election.
- 6.2 The Board at its annual general meeting shall elect one of its members to hold office as deputy chairman of the Board. The deputy chairman shall, unless he resigns his office or ceases to be a member of the Board, hold office until immediately after the election of the deputy chairman at the next annual general meeting, such term not to exceed one year. A deputy chairman shall, on ceasing to hold office, be eligible for re-election.
- 6.3 A member elected as chairman or deputy chairman of the Board may at any time resign his office by notice in writing given to the chief officer of the Board and his resignation shall take effect on the receipt of that notice by that officer.
- 6.4 Where a casual vacancy in the office of chairman or deputy chairman arises, it shall be filled by election by the Board of one of its members at the next meeting. The member so elected shall hold office until the date upon which the person in whose place he is elected would regularly have retired.
- 6.5 Where necessary, the meeting at which such a casual vacancy is to be filled shall be convened by the chief officer of the Board.

## **7. Appointment of Standing Committees**

7.1 The standing committees of the Board shall consist of the Executive Committee, the Planning Committee and the Standards Committee.

7.2 The Board shall appoint members of the Board to the standing committees at its annual general meeting.

### **Composition of the Executive Committee and the Planning Committee**

7.3 Subject to standing order 7.4 below, the Executive Committee and the Planning Committee shall each be comprised of nine members of the Board and up to four persons who are not members of the Board. The composition of those nine members of the Board shall be as follows:

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|---|---|
| Local authority members:                                  | 5 |
| Members appointed to the Board by the Secretary of State: | 2 |
| Parish Council members:                                   | 2 |

7.4 The chairman of the Board shall be a member of the Executive Committee.

### **Voting for Membership of the Executive Committee and of the Planning Committee**

7.5 Subject to standing order 7.4 above, where more than five local authority members and/or more than two members appointed by the Secretary of State and/or more than two parish council members are nominated to be members of the Executive Committee or the Planning Committee, as the case may be, a vote of the Board shall be taken. The five local authority members and/or the two members appointed by the Secretary of State and/or the two parish council members with the highest number of votes, as the case may be, shall be elected to membership of the Executive Committee or the Planning Committee.

7.6 The voting may take place by ballot, if the Board so determines.

7.7 In the case of an equality of votes for two or more candidates, the chairman shall have a second or casting vote as long as he voted in the first instance.

### **Composition of the Standards Committee**

7.8 The Standards Committee shall comprise three members of the Board and one independent person who is not a member of the Board.

- 7.9 The membership of the Standards Committee shall include one local authority member of the Board, one member appointed by the Secretary of State, and a parish council member.
- 7.10 Standing orders 7.5, 7.6, and 7.7, as amended where necessary, shall apply to the appointment of members to the Standards Committee.
- 7.11 The independent member of the Standards Committee shall be nominated by two members of the Board, and approved by a majority vote of the Board.

## **8. Conduct of Meetings**

- 8.1 At a meeting of the Board the chairman, if present, shall preside.
- 8.2 If the chairman is absent from a meeting of the Board the deputy chairman, if present, shall preside.
- 8.3 If both the chairman and the deputy chairman are absent, some other member of the Board as the members present shall choose shall preside.
- 8.4 In these standing orders, the expression “chairman” means the chairman of the Board, but any powers or duty assigned to the chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.
- 8.5 An attendance book shall be provided at every meeting of the Board, in which every member shall enter his name and from which book the attendance of the members shall be registered and the same will be binding on the members of the Board.
- 8.6 Subject to the provisions of para 45 of Schedule 12 to the Local Government Act 1972, no business shall be transacted at a meeting of the Board unless:
- 8.6.1 at least one third of the whole number of members of the Board are present;  
and
  - 8.6.2 of those present at least one is a local authority member, one a member appointed by the Secretary of State, and one, a parish member.

If, during any meeting of the Board, the chairman, after counting the number of persons present, declares that there is not a quorum present, the meeting shall stand adjourned to a date to be fixed by the chairman at the time the meeting is adjourned. If the chairman does not fix a date the business remaining to be conducted shall be considered at the next meeting of the Board.

8.7 All questions coming or arising before a meeting shall be decided by a majority of the members present and voting thereon and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

8.8 The validity of any proceedings of the Board shall not be affected by a vacancy amongst its members, by any defect in the appointment of a member of the Board or by the want of qualification, or the disqualification, of any such member.

## **9. Order of Business**

9.1 Except as provided by standing order 9.2 the order of business if relevant at meetings of the Board is:

- (a) at the annual general meeting of the Board to elect a chairman and deputy chairman;
- (b) to choose a person to preside if the chairman and deputy chairman are absent;
- (c) to deal with any business required by statute to be done before any other business of the Board;
- (d) to read and approve as a correct record and sign the Minutes of the last meeting of the Board. If a copy has been circulated to each member of the Board not later than the date of issue of the summons to attend the meeting, they shall be taken as read;
- (e) to deal with any business expressly required by statute to be done;
- (f) to introduce any business which by reason of special circumstances the chairman of the meeting, after consultation with the chief officer of the Board, is of the opinion should be considered as a matter of urgency, and then to resolve when such business shall be ordered onto the agenda;
- (g) to dispose of business remaining from the last meeting;
- (h) to consider motions in the order of which notice has been received;
- (i) other business specified in the summons;
- (j) to receive and consider the minutes and recommendations of Committees.

9.2 The order of business at any meeting of the Board (other than business falling at subparagraphs (a), (b), (c), (d) or (f) in standing order 9.1 above) may be varied either at the discretion of the chairman or by a resolution passed on a motion (which need not be in writing) duly moved and seconded which shall be moved and put without discussion.

## **10. Minutes**

- 10.1 Minutes of the proceedings of each meeting of the Board shall, subject to standing order 10.2 below, be drawn up and entered into a book kept for that purpose and shall be signed at the same or next suitable meeting of the Board by the person presiding thereat and any minute purporting to be so signed shall be received in evidence without further proof.
- 10.2 Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of proceedings of meetings of the Board may be recorded on loose leaves consecutively numbered, the minutes of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the Board, by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.
- 10.3 A copy of the minutes of the proceedings at each meeting of the Board which shall be endorsed “provisional—subject to the approval of the Board at the next meeting on [date]” shall be sent to—
- 10.3.1 the proper officer for each local authority specified in Schedule 1 of the Order;
  - 10.3.2 each parish council and parish meeting specified in Part IV of Schedule 2 to the Order;
  - 10.3.3 the Countryside Agency; and
  - 10.3.4 English Nature.
- 10.4 As soon as the minutes have been read, or if under Standing Order 9.1(d) they are taken as read, the chairman shall put the question that the minutes of the last meeting of the Board be signed as a correct record.
- 10.5 No motion or discussion shall take place upon the minutes, except upon their accuracy. Any question of the accuracy of the minutes shall be raised by motion. If no such question is raised, or, if it is raised, then as soon as it is disposed of, the chairman shall sign the minutes.
- 10.6 Minutes of the proceedings purporting to be signed by the Chairman following approval shall be received in evidence without further proof.
- 10.7 Until the contrary is proved, a meeting of the Board a minute of whose proceedings has been made and signed in accordance with this order shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.

## **11. Voting**

- 11.1 Every question shall be determined by a show of hands.
- 11.2 On the requisition of any member of the Board supported by four other members who show their support by standing up, the voting on any question shall be recorded so as to show how each member present and voting gave his vote for and against that question or who abstained from voting.
- 11.3 Where immediately after a vote is taken any member so requires there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his vote for the question or against the question or whether he abstained from voting.
- 11.4 Where there are more than two persons nominated for any position to be filled (including any chairmanship or deputy chairmanship) and of the votes given there is not a clear majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person. The voting may take place by ballot, if the Board so determines, and in the case of an equality of votes for two or more candidates, the chairman shall have a second or casting vote as long as he has voted in the first instance.

## **12. Notices of Motion**

- 12.1 Notice of every motion shall be given in writing and signed by the Member or Members of the Board giving notice, and delivered at least 10 days before the next meeting of the Board to the chief officer. It shall be dated, numbered in the order in which it is received, and entered into a book which shall be open to the inspection of every member of the Board at any time during normal office hours.
- 12.2 The chief officer shall set out in the summons for every meeting of the Board all motions of which notice has been duly given in the order in which they have been received, unless a member when giving notice has stated in writing that the motion will be moved at some later meeting or the motion has since been withdrawn in writing.
- 12.3 An "Immediate Notice of Motion" must relate to a matter of immediate concern that is not due to be considered by the Board. It must be delivered in accordance with the procedure set out in standing order 12.1 no later than 12.30pm on the Monday preceding the meeting of the Board at which it is to be considered and must be accompanied by a statement in writing by the member or members submitting the Immediate Notice of Motion setting out the reasons why they consider it relates to a matter of immediate concern.



- 12.4 Every notice of motion shall be relevant to a matter in relation to which the Board has powers or duties, or which affects the Chilterns Area of Outstanding Natural Beauty.
- 12.5 If it appears to the chief officer that a notice of motion is not in order, or is framed in improper or unbecoming language, the chief officer shall take the instructions of the chairman as to whether and in what form it shall be placed on the summons, and the decision of the chairman, after consultation if possible with the giver of the notice, shall be final.
- 12.6 Subject to standing order 12.7 below, the motion shall be moved at the meeting of the Board by the member giving notice of the motion. If the motion is not moved it shall, unless postponed by consent of the Board, be treated as abandoned and shall not be moved without fresh notice.
- 12.7 Where a member is unable through absence to move a motion, that member may, in writing, and with the consent of the chairman, assign the right to move the motion to another member.

### **13. Motions which may be Moved without Notice**

- 13.1 The following motions and amendments may be moved without notice:
- 13.1.1 appointment of the chairman of the meeting at which the motion is made;
  - 13.1.2 motion in relation to the accuracy of minutes;
  - 13.1.3 that an item of business specified in the summons has precedence;
  - 13.1.4 reference to a Committee;
  - 13.1.5 appointment of a Committee or Member thereof occasioned by an item mentioned in the summons to the meeting;
  - 13.1.6 receipt of reports or adoption of recommendations of Committees or officers and any consequent resolutions;
  - 13.1.7 leave to be given to withdraw a notice;
  - 13.1.8 amendments to motions;
  - 13.1.9 authorising the sealing of documents;
  - 13.1.10 suspending any standing order in accordance with standing order 21
  - 13.1.11 motion under section 100A of the Local Government Act 1972 to exclude the public;
  - 13.1.12 that a member named under standing order 18 be not further heard or do leave the meeting;
  - 13.1.13 to give the consent of the Board where comment is required by these standing orders;
  - 13.1.14 that the Board proceed to the next business;

- 13.1.15 that the question be now put;
- 13.1.16 that the debate be now adjourned;
- 13.1.17 that the Board do now adjourn.

#### **14. Examination of Committee Minutes**

- 14.1 A member of the Board may without prior notice ask the chairman of a Committee any question upon a minute of a Committee or Sub-Committee when that minute is under consideration by the Board.

#### **15. Formal Questions**

- 15.1 A member of the Board may—
  - 15.1.1 if notice in writing has been given to the chief officer of the Board at least ten days before a Board meeting ask the chairman of any Committee or Sub-Committee a question on any matter in relation to which the Board has powers or duties or which affects the Chilterns Area of Outstanding Natural Beauty;
  - 15.1.2 with the permission of the chairman, put to the chairman of the Board or the chairman of any Committee any question relating to urgent business which such notice has not been given, but a copy of any such question shall be notified to the chief officer of the Board on the day of the meeting and prior to its commencement.
- 15.2 Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.
- 15.3 A copy of every question and of the reply shall be recorded in the minutes of the Board.

#### **16. Consideration of Committee Reports**

- 16.1 For the purpose of standing order [17] (Rules of Debate) each recommendation to the Board arising out of a committee report shall be a separate motion.
- 16.2 Each item for report to the Board arising out of a committee report shall be debated in accordance with standing order [17] (Rules of Debate).
- 16.3 When there are items of business before the Board which appear to be related, the chairman may decide that they should be taken together.

## **17. Rules of Debate**

### **Respect for the chairman**

17.1 Whenever the chairman stands up during a debate a member then speaking or standing shall be seated and the Board shall be silent.

### **Member Shall Stand When Speaking**

17.2 A member shall stand when speaking and shall address the chairman. This will not apply to members with mobility difficulties.

17.3 If two or more members rise, the Chairman shall call on one to speak.

### **Points of Order and Personal Explanations**

17.4 A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order or statutory provision and a member shall specify the standing order or statutory provision and the way in which he considers it to have been broken. A personal explanation shall be confined to some material part of a former speech by the member which may appear to have been misunderstood in the present debate.

17.5 The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion.

### **Motions and Amendments**

17.6 A motion or amendment shall not be discussed or put to the meeting until it has been moved and seconded. The chairman may require a motion or amendment to be put in writing and handed to the chairman before it is discussed or put to the meeting.

### **Secunder may Reserve Speech**

17.7 A member when seconding a motion or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

### **Right to Speak**

17.8 A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. No speech may exceed five minutes except with the consent of the chairman.

17.9 A member who has spoken on any motion shall not speak again while it is the subject of debate, except—

- 17.9.1 to speak on an amendment moved by another member;
- 17.9.2 if the motion has been amended since he last spoke, to move a further amendment;
- 17.9.3 if his first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he spoke was carried;
- 17.9.4 in exercise of a right of reply given by paragraph [17] or [18] of this standing order;
- 17.9.5 on a point of order;
- 17.9.6 by way of explanation of some material part of a speech by him which appears in the course of the debate to have been misunderstood; or
- 17.9.7 to move that the question now be put.

### **Amendment to Motions**

17.10 An amendment shall be relevant to the motion and shall be either—

- 17.10.1 to refer a matter to Committee for consideration or reconsideration;
- 17.10.2 to leave out words;
- 17.10.3 to insert or add words;
- 17.10.4 to leave out words and insert or add others;

17.11 No amendment shall be allowed which is contrary to the motion before the Board or has the effect of introducing a new proposal.

17.12 Only one amendment may be moved or discussed at a time, and no further amendment may be moved until the amendment under discussion has been disposed of.

17.13 If an amendment is rejected, different amendments may be moved on the original motion.

17.14 If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion on which any further amendment may be moved.

### **Alternation of Motion**

17.15 A member may, with the consent of the Board indicated without discussion—

- 17.15.1 alter a motion of which he has given notice, or
- 17.15.2 with the consent of his seconder, alter a motion of which he has moved;

if, in either case, the alteration is one which could be made as an amendment thereto.

### **Withdrawal of Motion or Amendment**

17.16 A motion or amendment may be withdrawn by the mover with the consent of his seconder and of the Board which shall be signified without discussion, and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission is refused.

### **Right to Reply**

17.17 The mover of a motion shall have a right of reply at the close of the debate on the motion immediately before it is put to the vote or after the motion “that the question now be put” is granted.

17.18 If an amendment is moved the mover of the original motion has a right of reply at the close of the debate and before the amendment is put to the vote, but will not otherwise speak on the amendment.

17.19 The proposer of an amendment has no right of reply to the debate on the amendment but shall have the right to make the penultimate speech to the debate on amendment.

### **Motions which may be moved during Debate**

17.20 When a motion is under debate, no other motion shall be moved except the following:

17.20.1 to amend the motion;

17.20.2 to adjourn the meeting;

17.20.3 to adjourn the debate;

17.20.4 to proceed to the next business;

17.20.5 that the question be now put;

17.20.6 that a member be not no further heard;

17.20.7 by the Chairman under standing order [18.2], that a member do leave the meeting;

17.20.8 that the subject of debate be referred back to a Committee;

17.20.9 a motion under section 100A of the Local Government Act 1972 to exclude the public.

17.20.10 to suspend a standing order or standing orders.

### **Closure Motions**

17.21 A member may move without comment at the conclusion of the speech of another member “that the Board proceed to the next business” or “that the question now be put” or “that the debate now be adjourned” or “that the Board do adjourn” on the seconding of which the chairman shall proceed as follows:

17.21.1 On the motion to proceed to the next business:

Unless in the chairman’s opinion the matter before the meeting has not been sufficiently discussed, the chairman shall first give the mover of the original

motion the right to speak against the closure motion, and then put to the vote without debate the motion to proceed to the next business.

17.21.2 On the motion that the question be now put:

Unless in the chairman's opinion the matter before the meeting has been insufficiently discussed, the chairman shall first put to the vote without debate the motion that the question be now put and if it is passed then give the mover of the motion under debate a right of reply before putting the motion or amendment to the vote.

17.21.3 On a motion to adjourn the debate

If in the chairman's opinion the matter before the meeting cannot reasonably be discussed on that occasion, the chairman shall put the adjournment motion without delay to the vote and without giving the mover of the original motion the right to reply on that occasion. If the motion is passed, consideration of the matter under discussion shall stand adjourned to the next ordinary meeting of the Board.

17.21.4 On a motion to adjourn the Board

A member may move at any time "that the Board now adjourns". The mover and one other speaker replying on the invitation of the chairman may speak for four minutes each and the question shall then be put. If the motion is carried the meeting shall stand adjourned with unfinished business held over to the next ordinary meeting of the Board, unless an extraordinary meeting is called to deal with it.

## **18. Disorderly Conduct**

18.1 If, at a meeting, any member of the Board, in the opinion of the chairman notified to the Board, misbehaves by persistently disregarding the ruling of the chairman, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Board, the chairman or a member may move "that the member named be not further heard" and the motion if seconded shall be put to a vote without discussion.

18.2 If, after such a motion has been carried, the member persistently misbehaves the chairman may require the removal of the member for such period as the chairman shall determine. The chairman may, if necessary, adjourn or suspend the meeting of the Board.

18.3 If a member is required to leave the meeting under standing order [18.2], the member is not entitled to vote during the period of exclusion.

18.4 If a member of the public interrupts the proceedings at any meeting of the Board, the chairman shall issue a warning. If the interruption continues, the chairman shall order the person's removal from the meeting of the Board.

18.5 In case of general disturbance which, in the opinion of the chairman, renders the due and orderly dispatch of business impossible, the chairman in addition to any other power vested in him may, without question put, adjourn the meeting of the Board for such a period as he in his discretion shall consider expedient.

## **19. Attendance of the Public at Meetings**

19.1 Meetings of the Board or any committee or sub-committee shall be open to the public except when dealing with confidential or exempt information as specified in standing orders [19.2] and [19.3] below.

19.2 The Board or any committee or sub-committee of the Board shall by resolution, exclude the public from a meeting during an item of business whenever it is likely, in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the public were present during that item, confidential information as defined in section 100A(3) of the Local Government Act 1972, would be disclosed to them in breach of an obligation of confidence.

19.3 The Board or any committee or sub-Committee of the Board may by resolution exclude the public from a meeting, upon a motion duly made and seconded being carried by a majority whenever it is likely, in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

19.4 The business, the subject of the resolution, shall stand adjourned until all other business of the meeting had been transacted whereupon the public shall leave the meeting and the adjourned business shall be considered.

## **20. Rescission of Preceding Resolutions**

20.1 No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been negated within the preceding six months, shall be proposed unless notice given thereof in pursuance of standing order [12] bears the names of at least six members of the Board. When any such motion or amendment has been disposed of by the Board, it shall not be open to any member to propose a similar motion within a further period of six months. This order shall not apply to motions moved in pursuance of the recommendation of a committee or the chief officer of the Board.

## **21. Failure of Member to Attend Board Meetings**

- 21.1 If a member of the Board fails to attend any meeting of the Board for six consecutive months (beginning with the date of the meeting from which he first absented himself), he shall, unless the failure was due to some reason approved by the Board, be deemed to have resigned his office as a member of the Board at the expiration of that period.
- 21.2 Attendance as a member at a meeting of any committee or sub-committee of the Board, and attendance as representative of the Board at a meeting of any body or persons shall be deemed for the purpose of standing order [21.1] above to be attendance at a meeting of the Board.

## **22. Revocation, Suspension and Variation of Standing Orders**

- 22.1 Except for those standing orders derived from statutory authority, any motion to add to, vary or revoke these standing orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Board.
- 22.2 Except for those standing orders derived from statutory authority, and subject to standing order [22.3], any of the preceding standing orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- 22.3 A motion to suspend standing orders shall not be moved without notice (i.e. under standing order [23.2] unless there shall be present at least one half of the whole number of the members of the Board.

## **23. Interpretation of Standing Orders**

- 23.1 The ruling of the chairman as to the construction or application of any of these standing orders or as to any proceedings of the Board shall not be challenged at any meeting of the Board.



## **PART B: ORDERS APPLYING TO AGENDAS AND REPORTS**

### **24. Preparation and Publication of Agendas and Reports**

- 24.1 An item of business may not be considered at a meeting of the Board, or a committee or sub-committee, unless either:
- 24.1.1 A copy of the agenda including the item is open to inspection by members of the public for at least five clear days before the meeting or, where the meeting has been convened at shorter notice, from the time the meeting is convened;  
or
  - 24.1.2 By reason of special circumstances, which shall be specified in the minutes, the Chairman of the meeting, after consultation with the officer of the Board, is of the opinion that the item should be considered at the Board as a matter of urgency.
- 24.2 Reports for the Board, and a committee or sub-committee, where any part of the meeting is not open to the public shall be marked as follows:
- 24.2.1 Under section 100(A)(4) of the Local Government Act 1972 (exempt information) the report shall be marked “Exempt Information. Not for Publication” and shall state the description, in the terms of Schedule 12A to the Local Government Act 1972, of the exempt information to which the report relates.
  - 24.2.2 Under section 100A(2) of the Local Government Act 1972 (confidential information) the report shall be marked “Confidential. Not for Publication”.
  - 24.2.3 Reports for other meetings not open to the public shall be marked “Not for Publication”.
- 24.3 All items for which it is likely that the public shall be excluded from the meeting shall be grouped at the end of the agenda for the meeting and the agenda shall indicate that the public are likely to be excluded from the meeting during the discussion of these items.
- 24.4 Copies of the agenda for a meeting and copies of the reports for a meeting which relate to items during which the meeting is open to the public shall be open to inspection by members of the public after copies of the agenda and reports have been made available to members of the Board and a reasonable number of such copies shall be available for the public at the meetings.

- 24.5 The minutes of the meetings that were open to the public shall be available to the public after copies of the minutes are available to members of the Board.
- 24.6 Where the whole or part of a meeting has been open to the public copies of the list of background papers included in the list, excluding those papers that reveal confidential or exempt information, shall be available for inspection by members of the public for four years.
- 24.7 Copies of the agendas, reports, minutes and background papers shall be available to the press on the same terms that they are available to the public.
- 24.8 A copy of the agenda of every meeting of a committee or sub-committee together with the reports of the officers shall be sent to every member of the Board so that he may be informed of all business arising thereat.

**25. Disclosure of Information by a Member of the Board**

- 25.1 A member of the Board, or any member of any committee or sub-committee who is not a member of the Board, shall not disclose or quote in public the contents of any agenda, report or other document that is marked “Confidential” or “Not for Publication” unless the document has been made available to the public or the press on behalf of the Board.
- 25.2 A member of the Board, or any member of any committee or sub-committee who is not a member of the Board, shall not disclose to a non-member or quote in public any unpublished matter disclosed to a member in his capacity as a member of the Board or committee or sub-committee as the case may be, where such disclosure would prejudice the interests of the Board.

## **PART C: GENERALLY APPLICABLE STANDING ORDERS**

### **26. Conduct of Members**

26.1 All members of the Board shall observe the following general principles:

#### **Selflessness**

(1) Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

#### **Honesty and Integrity**

(2) Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

#### **Objectivity**

(3) Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

#### **Accountability**

(4) Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

#### **Openness**

(5) Members should be as open as possible about their actions, and those of the Board, and should be prepared to give reasons for those actions.

#### **Personal Judgment**

(6) Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

#### **Respect for Others**

(7) Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Board's statutory officers, and its employees.

#### **Duty to Uphold the Law**

(8) Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

#### **Stewardship**

(9) Members should do whatever they are able to do, to ensure that the Board uses its resources prudently and in accordance with the law.

#### **Leadership**

(10) Members should promote and support these principles by leadership, and by example, and should always act in a way that secures or promotes public confidence.

26.2 Only paragraphs (2) and (8) above shall have effect in relation to the activities of a member that are undertaken otherwise than in an official capacity.

26.3 All members must observe the Board's Code of Conduct adopted by the Board at its meeting on [21<sup>st</sup> Jan 2005] including any revisions which from time to time may be made to it.

26.4 All member of the Board on accepting office shall provide a written undertaking that in performing his functions he will observe the Board's Code of Conduct. Any member who fails to give the undertaking shall be precluded from taking part in Board business.

## **27. Interests of Officers in Contracts**

27.1 The chief officer of the Board shall record in a book to be kept for the purpose particulars of any notice given by an officer of the Board under section 117 of the Local Government Act 1972 of a prejudicial interest in a contract, and the book shall be open during office hours to the personal inspection of any member of the Board.

## **28. Candidates for Appointment as Officers**

28.1 Canvassing of members of the Board or of any committee of the Board directly or indirectly for any appointment under the Board (including any employment) shall disqualify the candidate concerned for such appointment.

28.2 A member of the Board shall not solicit for any person any appointment under the Board, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience or character for submission to the Board with an application for appointment.

28.3 Candidates for any appointment under the Board who know that they are related to any member or senior officer of the Board shall, when making an application, disclose that relationship to the chief officer. A candidate who fails to do so shall be disqualified for such appointment and, if appointed, shall be liable to dismissal without notice.

28.4 Every member and senior officer of the Board shall disclose to chief officer any relationship known to exist between himself and a candidate for an appointment of which he is aware. It shall be the duty of chief officer to report to the Board or to the appropriate committee any such disclosure made.

28.5 The effect of this standing order shall be included in any form of application.

28.6 For the purpose of this standing order “Senior Officer” means any officer under the Board so to be designated by the Board or an appropriate committee and persons shall be deemed to be related if they are a spouse or partner, or if either of them is the son or daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt or nephew or niece or the partner or spouse of any of the preceding persons. The term “partner” above means a member of couple who have entered into a civil partnership, or who live together and who are of the same or of the opposite sex.

## **29. Sealing of Documents**

29.1 The Common Seal of the Board shall be kept in a safe place, and in the custody of the chief officer.

29.2 The Common Seal of the Board shall not be affixed to any document unless the sealing has been authorised by a resolution of the Board or of a committee or of a duly authorised officer.

29.3 The Seal shall be attested by the chief officer of the Board.

29.4 An entry of the sealing of every document shall be made and consecutively numbered in a book to be provided for this purpose and shall be signed by the persons who attest the sealing.

## **30. Authentication of Documents**

30.1 Where any document is a necessary step in legal proceedings on behalf of the Board it shall, unless any enactment otherwise requires or authorises or the Board has given the necessary authority to some other person for the purpose of such proceedings, be signed by the chief officer.

## **31. Standing Orders to be Given to Members**

31.1 A printed copy of these standing orders and the statutory provisions which govern the procedure at meetings of the Board shall be given to each member of the Board by the chief officer upon his appointment to the Board.

## **32. Members’ Rights to Inspect Documents**

### **Documents Relating to Business at Meetings**

32.1 Documents which are in the possession of or under the control of the Board and contain material relating to any business to be transacted at a meeting of the Board or a committee or sub-committee of the Board shall be open to any member of the Board.

### **Other documents**

- 32.2 A member wishing to inspect a document other than those covered by standing order [32.1] above should make a written request to the chief officer and the chairman of the committee concerned. If the chief officer is satisfied after consultation with the chairmen that the request to inspect the document is reasonably in furtherance of that member's need to know the document is to be produced for the member's inspection.
- 32.3 If a member's request raises any legal issues, the chief officer of the Board and the chairman shall consult the monitoring officer.
- 32.4 If the matter is not resolved it shall then be referred to the appropriate committee for a decision.

### **All documents**

- 32.5 Members and officers are advised that where information of a possibly defamatory nature is contained in a document inspection of which by a member of the Board is permitted, such inspection is allowed on the clear understanding that neither the document nor any description of its contents should be passed on to any other party.
- 32.6 Nothing in these rules shall be deemed to affect the right of any member of the Board to inspect any document where such right is provided by any other statute or regulation.

### **33. Public Question Time**

- 33.1 At meetings of the Board committees or sub-committees, other than any committee or sub-committee dealing solely with issues relating to the Board's personnel, provision shall be made for an item in the agenda of the Board committee or sub-committee meetings for public questions. The item shall appear next after the item dealing with apologies for absence, signing the minutes of the last meeting as a correct record and the taking of matters arising from those minutes. Save that in relation to meetings of the Planning Committee questions shall be posed at the time the relevant item is before the Committee.
- 33.2 For the purposes of this standing order a "public question" shall mean the asking of any question, the asking of any statement or the presentation of any petition in relation to any item on the relevant Board committee or sub-committee agenda at which the question is to be posed.

- 33.3 Persons wishing to ask questions must inform the chief officer of the Board or his representative prior to the meeting.
- 33.4 The chairman of the Board committee or sub-committee will invite those who have given prior notice to pose their question at an appropriate time. The questioner may speak for up to 2 minutes or longer at the chairman's discretion.
- 33.5 There will be no debate on any question posed which may be answered at the time or noted for consideration when the relevant agenda item is reached. The chairman may allow a supplementary question wherever he thinks this is reasonable and appropriate.
- 33.6 The time allowed for public question time will not exceed 20 minutes unless the chairman directs otherwise.
- 33.7 Where there are a large number of questioners who appear to be concerned with the same subject matter, the chairman may ask those concerned to nominate one of their number to pose the appropriate question. In such cases the chairman shall allow up to 5 minutes to enable this to be done.
- 33.8 In exceptional circumstances, the chairman may adjourn the meeting to allow views to be expressed more freely.

## **PART D: STANDING ORDERS APPLICABLE TO COMMITTEES**

### **34. Appointment of Committees**

34.1 Subject to any statutory provision to the contrary, the Board may arrange for the discharge of any of their functions—

34.1.1 By a committee, sub-committee or an officer of the Board;

34.1.2 By any other local authority.

34.2 The standing committees of the Board shall be:

34.2.1 the Executive Committee;

34.2.2 the Planning Committee;

34.2.3 the Standards Committee.

34.3 The Board shall at the annual meeting in each year appoint any such additional standing committee, and may at any time appoint such other committees, panels or working parties as are necessary to carry out the work of the Board.

34.4 Immediately after the annual meeting the Board shall convene a meeting of each standing committee for the purpose of electing a chairman and vice-chairman from amongst the membership of the committee.

### **35. Co-opted Members**

35.1 From time to time, as it sees fit, the Board or each committee may appoint any person to be a member of any committee, sub-committee, joint committee, panel or working party who is not a member of the Board. Such persons shall not exceed four on each of the Executive Committee or Planning Committee. Such persons shall be nominated by two members of the Board or committee, and approved by a majority vote of the Board or committee.

35.2 A person who:

a. is a member of a committee appointed by the Board, and who is not a member of the Board;

b. is a member of a joint committee by the Board and one or more local authorities and who is not a member of either the Board or any relevant local authority;

c. is a member of a sub-committee appointed by a committee and is not a member of the Board



shall for all purposes be treated as a non-voting member of that committee, joint committee, or as the case may be, sub-committee.

35.3 A person who:

- a. is a member of a committee appointed by the Board, and who is not a member of the Board;
- b. is a member of a joint committee by the Board and one or more local authorities and who is not a member of either the Board or any relevant local authority;
- c. is a member of a sub-committee appointed by a committee and is not a member of the Board

shall not be counted in determining whether any committee, joint committee, or as the case may be, sub-committee, is quorate.

### **36. Composition of Committees**

36.1 Subject to standing order [36.2 and 36.3] below, the membership of the following bodies shall be composed by reference to the rules in standing order [36.3] below:

- 36.1.1 all committees and sub-committees of the Board;
- 36.1.2 all joint committees on which the Board is represented;
- 36.1.3 all sub-committees of a joint committee.

36.2 Standing order [36.1] above shall not apply to advisory committees appointed under section 102(4) or 4(A) of the Local Government Act 1972.

36.3 The chairman of the Board shall be a member of the Executive Committee.

36.4 The rules for the purpose of the bodies described in sub-paragraph (1) above are:

- 36.4.1 that the membership of the committee or sub-committee consists of at least one local authority member of the Board, one member of the Board appointed by the Secretary of State and one parish member of the Board.
- 36.4.2 that subject to sub-paragraph [1] above, the division of members of the Board who are members of the committee or sub-committee between local authority members, members appointed to the Board by the Secretary of State and parish members, is (as nearly as possible using whole numbers) in the same proportions as those applying to the composition of the Board itself, and
- 36.4.3 that the quorum of the committee or sub-committee includes at least one local authority member of the Board, one member of the Board appointed by the Secretary of State and one parish member of the Board.

36.5 The proceedings of a committee or sub-committee to which standing order [36.1] applies shall not be invalidated by any failure of the Board to perform its duty under that paragraph.

### **37. Convening of Meetings of Committees and Sub-Committees**

37.1 All meetings of committees and sub-committees shall be summoned by the chief officer of the Board.

37.2 The chairman of a committee or the chairman of the Board may call a special meeting of the committee at any time. A special meeting may also be called on the resolution of a quarter of the whole number of the committee, delivered in writing to the chief officer of the Board but in no case shall fewer than three members requisition a special meeting. The summons to a special meeting shall set out the business to be considered thereat.

### **38. Quorum of Committees and Sub-Committees**

38.1 Except where authorised by a statute or ordered by the Board, business shall not be transacted at a meeting of any committee unless at least one quarter of the whole number of the committee is present. However, in no case shall the quorum of a committee be fewer than three members of which at least one is a local authority member, one is a member appointed by the Secretary of State and one is a parish member.

38.2 Except as previously set out, or otherwise ordered by the committee which has appointed it, business shall not be transacted at a sub-committee unless at least one quarter of the whole number of the sub-committee is present. However, in no case shall the quorum of a committee be fewer than three members of which at least one is a local authority member, one is a member appointed by the Secretary of State and one is a parish member.

38.3 For the purpose of calculating the quorum if the number of the committee or sub-committee is not divisible by four the quorum shall be one-fourth of the highest number below the total number of committee or sub-committee members which is divisible by four.

38.4 The proceedings of a committee or sub-committee to which standing order [38.4] applies shall not be invalidated by any failure of the Board to perform its duty under that paragraph.

### **39. Right to Attend Meetings**

39.1 Any member of the Board may attend meetings of a committee or sub-committee of the Board of which he is not the member and may receive the relevant papers thereof.

39.2 A member's attendance in the circumstances set out in sub-paragraph (1) above shall confer no right to speak (unless invited by the meeting concerned) or to vote.

39.3 The right to attend shall apply to meetings not open to the public.

#### **40. Procedure at Committee or Sub-Committee Meetings**

40.1 The following standing orders shall, with any necessary modification, apply to committee and sub-committee meetings:

- a. standing order 2.2 (approval of a calendar of meetings);
- b. standing order 4 (location of meetings);
- c. standing order 5 (calling of meetings);
- d. standing order 6 (appointment of chairman and deputy chairman);
- e. standing order 8 (conduct of meetings);
- f. standing orders 10.1, 10.2, 10.4, 10.5 (minutes);
- g. standing order 11 (voting);
- h. standing order 13 (motions which may be moved without notice);
- i. standing order 17.1 (respect for the chairman);
- j. standing orders 17.2-17.3 (members shall stand when speaking);
- k. standing orders 17.4-17.5 (points of order and personal explanations);
- l. standing order 17.6 (motions and amendments);
- m. standing order 17.7 (seconder may reserve speech);
- n. standing order 17.8 (speeches to be relevant and within the time limit);
- o. standing orders 17.10-17.14 (amendments to motions);
- p. standing order 17.15 (alteration of motion);
- q. standing order 17.16 (withdrawal of motion or amendment);
- r. standing orders 17.17-17.19 (right to reply);
- s. standing order 17.20 (procedural motions which may be moved during debates) with the exception of sub-paragraph 10;
- t. standing order 17.21 (closure motions);
- u. standing order 18 (disorderly conduct);
- v. standing order 19 (attendance of the public at meetings);
- w. standing order 20 (rescission of preceding resolutions);
- x. standing order 22.1 (variation or revocation of standing orders);
- y. standing order 23 (interpretation of standing orders);
- z. standing orders 26-33 (generally applicable standing orders).

## **PART E: STANDING ORDERS APPLICABLE TO THE CHIEF OFFICER OF THE BOARD**

### **41. Appointments**

- 41.1 Where the Board propose to appoint its chief officer, and it is not proposed that the appointment shall be made exclusively from among its existing officers, they shall—
- 41.1.1 draw up a statement specifying:—
    - (a) the duties of the chief officer, and
    - (b) any qualifications or qualities sought in the person to be appointed.
  - 41.1.2 make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
  - 41.1.3 make arrangements for a copy of the statement mentioned in paragraph [41.1.1] to be sent to any person on request.
  - 41.1.4 consult the Countryside Agency and English Nature.
- 41.2 Where a post has been advertised as provided in standing order [41.1.2] the Board shall interview all qualified applicants for the post, or select a short list of such qualified applicants and interview those included on the short list. Where no such qualified person has applied, the Board shall make further arrangements for advertisement in accordance with standing order [41.1.2].
- 41.3 Every appointment of a chief officer shall be made by the Board after consultation with the Countryside Agency and English Nature.

### **42. Disciplinary Action**

- 42.1 No disciplinary action (within the meaning of Part II of the Local Authorities (Standing Orders Regulations 1992) in respect of the chief officer, except action described in standing order [42.2] below, may be taken by the Board, or by a committee or sub-committee of the Board, or any other person acting on their behalf, other than in accordance with a recommendation in a report made by a designated independent person under regulation 3 of those regulations.
- 42.2 The action mentioned in standing order [42.1] above is suspension of the chief officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension shall be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension comes into effect.