

STANDING ORDERS

INTRODUCTION

1. This edition of Standing Orders, as revised, was adopted by the County Council at its meeting held on ~~28 April 2009~~ 14 October 2014. ~~and is effective from 7 June 2009.~~
2. Standing Orders do not attempt to duplicate or restate the provisions of the Local Government Act 1972 (as amended) relating to local authority procedures.
3. Application of Standing Orders:

Part 1 of Standing Order applies to meetings of the County Council.
Parts 2, 3 and 4 of Standing Orders apply to the Cabinet.
Parts 2 and 3 of Standing Orders apply to select committees.
Parts 2, 3 and 5 of Standing Orders apply to other Council committees as appropriate.

DEFINITIONS

“Constitution” shall be taken to mean the constitution including standing orders and other rules and protocols approved by the Council as such from time to time.

“Council” shall be taken to mean the Surrey County Council.

“Chairman” shall be taken to mean the Chairman of the Council or the presiding Chairman in his/her absence.

“Leader of the Council” shall be taken to mean the person appointed as such by the Council for a term of office of four years from the first annual meeting of the Council following the County Council election, in accordance with the Local Government Act 2000 and Article 5.

“Deputy Leader of the Council” shall be taken to mean the person appointed as such by the Leader for such term of office as he/she shall decide.

“Cabinet” shall be taken to mean the Cabinet appointed by the Leader in accordance with the Local Government Act 2000.

“Committee” shall be taken to mean a committee of the Council.

“Cabinet Member” shall be taken to mean an elected Member appointed to the Cabinet by the Leader.

“Group Leader” shall be taken to mean the person nominated by each political group to act as its leader in accordance with the Local Government (Committees and Political Groups) Regulations 1990.

“**Portfolio**” shall be taken to mean a function or collection of functions of the Council allocated by the Leader to each member of the Cabinet.

“**Select Committee**” shall be taken to mean any of the select committees appointed by the Council under Section 21 of the Local Government Act 2000.

“**Local Committee**” shall be taken to mean any of the 11 local committees appointed by the Council for each district/borough area of the County.

“**Member**” shall be taken to mean a Member of the Council.

“**Member Champion**” shall be taken to mean a Member with cross service responsibility for championing an agreed interest or issue within the Council and the community.

All references to “Member” in Parts 2 and 3 of these Standing Orders shall also apply, where appropriate, to appointed Borough/District Council Members of local committees.

PART 1 OF STANDING ORDERS MEETINGS AND PROCEDURE

MEETINGS

- 1.1 Meetings of the County Council will be held at County Hall, Kingston upon Thames in February, (the Budget Meeting), May (the Annual Meeting), unless otherwise required, and at other times as and when required, but no less than quarterly.
- 1.2 Meetings of the Council will normally begin at 10.30am but the Chairman may fix some other starting time.

Summons and agenda

- 2.1 The Summons and agenda papers for Council meetings will be sent to all Members 7 days before the meeting.
- 2.2 Only the business on the agenda will be discussed at a Council meeting except for urgent matters which the Chairman rules may be considered.

Adjournment

- 3.1 The Council may adjourn at any time if it votes to do so under Standing Order 24. Any business which is adjourned will be dealt with at the next meeting unless at the time of the adjournment the Council decides to call an extra meeting to consider the adjourned business.
- 3.2 The Chairman will adjourn a meeting if there is not a quorum of Members present.

Quorum

4. The Quorum will be one quarter of the total number of Members.

Interruptions and disorderly conduct

- 5.1 (a) If a member of the public interrupts the proceedings at a meeting the Chairman may ask him/her not to interrupt.
(b) If the interruption continues the Chairman may order his/her removal from the Council Chamber.

- (c) If there is a general disturbance in all or part of the gallery the Chairman may order that part to be cleared.
- 5.2
- (a) If a Member behaves in a disorderly or disruptive manner, any Member may move, with the consent of the Chairman, "That the named Member be not further heard". If this motion is seconded it will be put to the vote and determined without discussion.
 - (b) If the motion is carried and the misconduct continues the Chairman may adjourn or suspend the sitting of the Council for as long as he/she considers appropriate.

ORDER OF BUSINESS

- 6.1.1 Unless changed by the application of Standing Order 6.2, the Chairman, following consultation with Group Leaders and the Monitoring Officer, will determine the order of business at Council meetings, although there will be an expectation that items requiring a decision by Council will usually be taken earlier in the agenda.

Extraordinary meetings

- 6.1.2 Those listed below may request the proper officer to call Council meetings in addition to ordinary meetings:
- (a) the Council by resolution;
 - (b) the Chairman of the Council;
 - (c) the Chief Executive; and
 - (d) any five Members of the Council if they have signed a requisition presented to the Chairman of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

Election of Chairman and Vice-Chairman

- 6.2 The first business at the Annual Meeting will be the election of the Chairman and Vice-Chairman of the Council. Where more than one Member is proposed for either office election will be by show of hands, or if requested by a recorded vote.
- 6.3 A Member proposing to nominate another Member as Chairman or Vice-Chairman of the Council must notify the Chief Executive of his/her nomination before the meeting at which the election is to be held. The Chief Executive will report any nominations received at the meeting.

Election of the Leader of the Council

- 6.4 The Leader of the Council will be elected by the County Council at its Annual Meeting following the County Council election.
- 6.5 Where more than one Member is proposed election will be by show of hands, or if requested by a recorded vote.
- 6.6 A Member proposing to nominate another Member as Leader must notify the Chief Executive of his/her nomination before the meeting at which the election is to be held. The Chief Executive will report any nominations received at the meeting.
- 6.7 A Member nominating another Member will be permitted to speak for 6 minutes in support of the nomination, and their seconder for 3 minutes. A representative from each political group, other than those of the proposer, will also be allowed 3 minutes to speak on each nomination.

Appointment of the Deputy Leader and members of the Cabinet

- 6.78 The Deputy Leader and other members of the Cabinet will be appointed by the Leader of the Council and reported to the Council at the next appropriate meeting.

Election of committee chairmen and vice-chairmen

- 6.89 The chairmen and, where appropriate, vice-chairmen of all of the standing committees of the Council listed in Part 2 of Standing Orders will be elected by the County Council, generally at its Annual Meeting.
- 6.910 Where more than one Member is proposed election will be by show of hands, or if requested by a recorded vote.
- 6.101 A Member proposing to nominate another Member as chairman must notify the Chief Executive of his/her nomination before the meeting at which the election is to be held. The Chief Executive will report any nominations received at the meeting.

MINUTES

- 7.1 The Chairman will move the formal motion "That the minutes of the last meeting be confirmed and signed by the Chairman" and there may only be discussion if there is disagreement about their accuracy which will be resolved by a vote in the normal way.
- 7.2 The minutes of the last meeting will be approved at the next ordinary meeting of the Council.
- 7.3 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule

12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purpose of signing of minutes.

REPORTS OF THE CABINET AND COMMITTEES

- 8.1 The reports and recommendations of the Cabinet and those committees reporting to a meeting will, except in cases of urgency, be printed in the County Council agenda and circulated with the summons and agenda for the meeting.
- 8.2 The Cabinet's report to Council will be agreed by or on behalf of the Leader of the Council. It will include the following:
- (a) Recommendations for decision by the Council under Article 4 of the Constitution;
 - (b) Decisions by the Cabinet on reports and recommendations made to it by select committees under Article 7 of the Constitution, as appropriate;
 - (c) Matters on which the Cabinet would welcome a County Council view before taking a decision;
 - (d) Decisions taken by the Cabinet which it wishes to draw to the Council's attention because of their particular importance or significance;
 - (e) Decisions taken by the Cabinet/Cabinet Members as a matter of urgency, together with the reasons for urgency (to be reported quarterly); and
 - (f) Updates on important developments regionally and nationally.
- 8.3 The Council's agenda will include the formal minutes of meetings of the Cabinet held during the previous cycle. Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members under SO8.8 upon notice being given to the Democratic Services Lead Manager by 12.00 noon on the day before the meeting of the Council.
- 8.4 The Leader of the Council and committee chairmen will move the reception of their reports and may make a statement in introducing either the report as a whole or any particular part of it.
- 8.5 Motions for the reception and adoption of a report need not be seconded. The recommendations of a report will be put from the Chair without needing to be formally moved and seconded and the Leader of

the Council or the chairman of the committee, as appropriate, will be treated as the proposer of the motion contained in the recommendation.

- 8.6 Amendments to the motion for the reception of the report will not be allowed except as provided in Standing Order 8.13 (b) (ii).
- 8.7 After a report has been received the Chairman will call each lettered paragraph and its associated recommendation(s) for debate.
- 8.8 When a paragraph is called a Member may do any or all of the following:
- (a) without notice ask questions to obtain explanation of or information about the subject matter of the report;
 - (b) move the reference back of the paragraph for further consideration;
 - (c) move an amendment to a recommendation;
 - (d) make a relevant statement for not more than 3 minutes to which the Leader, Deputy Leader or another member of the Cabinet or committee chairman may reply if he/she wishes.

If action has already been taken after being authorised by the Cabinet or a committee the reference back of the report will not invalidate the action taken.

- 8.9 The Leader of the Council, Deputy Leader or appropriate Member of the Cabinet or Committee Chairman may make a statement on any matter within the responsibilities of the Cabinet or any Committee.
- 8.10 Once the Leader, Deputy Leader or another member of the Cabinet or committee chairman has replied to the statements or questions under Standing Order 8.8 there will be no further comment on the paragraph under discussion unless the Chairman decides it would be appropriate.
- 8.11 During the debate the Leader, Deputy Leader or the appropriate member of the Cabinet or committee chairman will be entitled to speak before the mover of the amendment replies to the debate.
- 8.12 When discussion of the report of the Cabinet or committee is concluded the Chairman will move "That the report be adopted" or "The report as amended be adopted" and, except for the next Standing Order, no amendment to the motion will be allowed.
- 8.13 Upon the motion in Standing Order 8.12 being put:

- (a) the Leader, Deputy Leader or appropriate Member of the Cabinet or committee chairman may make a statement on any matter within the responsibilities of the Cabinet or committee as appropriate.
- (b) (i) any Member may ask a question about any matter which had been considered at the previous meeting of the Cabinet or committee but not included in the report to Council; and
 - (ii) if the Chairman decides the matter is both urgent and important the Member may move a motion to amend the motion for the adoption of the report to express disapproval of the failure to include the matter in the report.

MEMBER STATEMENTS

9.1 Any Member may make a statement at a meeting of the Council on a local issue of current or future concern, subject to:

- (a) all such statements being relevant to some matter on which the Council has powers or duties, or which affects the county;
- (b) notice of every statement being given in writing to the Democratic Services Lead Manager by 12.00 noon on the day before the meeting of the Council;
- (c) all statements being time-limited to 2 minutes in each case; and
- (d) every statement being put without discussion or reply.

9.2 The Leader's Statement will be included as a standard item on the agenda for each Council meeting (excluding the budget meeting). Members will be given the opportunity to ask questions and/or make comments on the Leader's statement.

9.3 Cabinet Members are encouraged prior to the commencement of any ordinary meeting of Council to submit to the Council a short written briefing of current events and issues relating to their portfolio.

9.4 Member Champions may make a statement on their area of responsibility at a meeting of the Council, and will provide a written report at the Annual Meeting of the Council. Member Champions will also meet formally with the Cabinet and Corporate Leadership Team once a year.

QUESTIONS

10.1 At a meeting of the Council, Members may ask the Leader of the Council, the Deputy Leader or the appropriate member of the Cabinet,

or the chairman of a committee any question on any matter in respect of which the Council has powers and duties or which affects the county.

- 10.2 In addition, Members may ask any Cabinet Member questions about a current briefing paper submitted in accordance with Standing Order 9.3 above.
- 10.3 Notice of questions on matters which are not included in a report to the Council must be given in writing to the Democratic Services Lead Manager by 12 noon four working days before the Council meeting, i.e. Wednesday. If the period in question includes a Bank Holiday then notice of questions should be received by 12 noon on the previous day, i.e. Tuesday.
- 10.4 Questions may be asked without notice if the Chairman decides that the matter is urgent.
- 10.5 Questions under Standing Order 8.8 do not require prior notice.
- 10.6 Where a Member has given notice of a question and is absent from the meeting another Member may ask it on his/her behalf.
- 10.7 Every question will be put and answered without discussion.
- 10.8 Copies of all questions and answers will be circulated to Members by e-mail during the day before the Council meeting. If the day before the Council meeting is a Bank Holiday, answers will be circulated on the previous Friday.
- 10.9 The Leader may arrange for a question to be answered by the Deputy Leader or appropriate member of the Cabinet.
- 10.10 Questions may be answered orally or in writing.
- 10.11 If the Leader, Deputy Leader or member of the Cabinet or committee chairman is unable to answer any question at the meeting he/she may send a written answer to the Member asking the question and to any other Members upon request.
- 10.12 Questions submitted under SO10 will be managed as follows:
 - All first questions submitted by Members will be taken first. Second questions will follow, then third questions and so on.
 - Question time will be limited to 45 minutes.
 - In addition, questions on Cabinet Member briefings will be limited to 15 minutes.
 - Following the initial reply by the Leader, Deputy Leader, Member of the Cabinet or committee chairman, the Chairman will allow at his/her discretion a period of up to 5 minutes per question in which Members of the Council may ask supplementary questions.

10.13 A record of all questions and answers will be included in the minutes of the meeting.

ORIGINAL MOTIONS

Notice of motion

11.1 Prior to any meeting of the Council, with the exception of the budget meeting and annual meeting, Any any Member may give notice of one motion for consideration ~~at any meeting of the Council.~~ No motions can be submitted for the budget meeting or annual meeting of the Council.

11.2 All motions must be relevant to some matter on which the Council has powers or duties, or which affects the county.

11.3 Notice of every motion (other than a motion under Standing Orders ~~11.5-7~~ and 27) must be given in writing to the Democratic Services Lead Manager at least 14 days before a meeting of the Council.

11.4 If notice is given of any motion which, in the opinion of the Chief Executive, is:

out of order;

illegal;

irregular; or

improper

it will not be accepted and placed on the agenda. If a motion is not accepted, the Democratic Services Lead Manager will inform the Member giving notice in writing.

11.5 In the event of the submission of more than three motions for a meeting of the Council, a meeting between the Chairman and the Group Leaders will determine which motions will be considered at the meeting and the order in which they are to be taken, with an assumption of a cap of three to be taken at any one meeting. In the event of no agreement being reached on the matter, the Chairman will have the discretion to take the decision on which motions will be taken and in what order, ensuring fair representation for all political groups.

11.6 The Democratic Services Lead Manager will record the details of every notice on a register, stating whether it was accepted for the agenda or not. The register will be open to the inspection of Members.

~~11.57~~ A motion may be considered without notice if the Chairman decides that the matter is urgent.

~~11.6 If notice is given of any motion which, in the opinion of the Chief Executive, is:~~

~~out of order;~~
~~illegal;~~
~~irregular; or~~
~~improper~~

~~it will not be accepted and placed on the agenda. If a motion is not accepted, the Democratic Services Lead Manager will inform the Member giving notice in writing.~~

Moving the motion

- 12.1 A motion may only be moved by the Member who gave the notice, or by a Member authorised by him/her.
- 12.2 Where notice of a motion has been given for any meeting, and that motion is not moved, the notice will lapse. The motion may not be moved without further notice.
- 12.3 In each case where the Council is not required by statute to receive a Cabinet or committee report, before any Member speaks to the motion, the Council will be invited to decide whether to debate an original motion immediately, or to refer it to the Cabinet or the appropriate committee either for debate and report to the Council or determination by the Cabinet or Committee. Before the Council takes the vote, the proposer of the original motion shall have the right to make a statement of up to two minutes in length as to why it should not be so referred and either the Leader or the Cabinet Member for the function(s) concerned or the chairman of the appropriate committee shall have the right to respond for up to two minutes. The question of referral shall then be put to the vote.
- 12.4 Any questions as to which committee(s) a motion is to be referred will be decided by the Council.
- 12.5 When a motion is referred to the Cabinet or appropriate committee under Standing Order 12.3, the Member of the Council who has moved the motion and his/her seconder shall be notified of the meeting at which the Cabinet or committee will consider the motion. They shall have the right to attend the meeting and speak to the motion.
- 12.6 Where a motion is referred to the Cabinet or a committee, it will report upon the motion to the following ordinary meeting of the Council and Standing Order 8.8(b) and 8.8(c) shall not apply to such report.
- 12.7 The Cabinet or committee may recommend exceptionally that consideration of a motion should be deferred, in which case the appropriate member of the Cabinet or the committee chairman may explain the reasons for the recommendation. The mover and seconder

of the original motion may also speak. The recommendation will then be put to the Council without further debate.

- 12.8 If a notice of motion relates to a matter which, under legislation or the County Council's Constitution, is the responsibility of the Cabinet, the Motion may only call on the Council to request the Cabinet to consider a particular course of action, and may not bind the Cabinet.

Debating the motion

- 13.1 When a motion comes before the Council with any report of the Cabinet or the appropriate committee(s), the following order of speeches will apply:
- (a) The mover of the motion.
 - (b) The seconder of the motion.
 - (c) The Leader, Deputy Leader or the appropriate member of the Cabinet or chairman of the committee(s).
 - (d) At the conclusion of the debate on the motion, the mover of the motion may reply.

MOTIONS TO RESCIND OR AMEND RESOLUTIONS

- 14.1 A Member cannot move a motion to rescind or amend any resolution which has been passed in the previous six months. Nor may a Member move a motion or amendment to the same effect as one rejected within the previous six months.
- 14.2 An exception will be allowed in either case where notice has been given and placed on the agenda. The notice must have the support of ten Members (including the proposer).
- 14.3 This Standing Order will not apply to any recommendation of the Cabinet or a committee to rescind a decision taken within the previous six months.

RULES OF DEBATE

- 15.1 When speaking, Members will stand and address the Chair. Members will be called to speak by the Chairman. A Member who is speaking will immediately sit down if the Chairman rises, or if another Member raises a point of order.
- 15.2 Every motion or amendment must be moved and seconded and, if the Chairman requires, must be submitted in writing to the Chief Executive and read aloud before it is put to the meeting.

RIGHT TO SPEAK

- 16.1 A Member may only speak once on a motion or amendment except:
- (a) the mover may reply to the debate, but in doing so, may only answer statements or arguments made in the course of the debate. He/she may not introduce any new matter;
 - (b) the mover of a motion may speak during the debate on any amendment to the motion;
 - (c) a Member who has already spoken may speak on a point of order or may, at the Chairman's discretion, explain any statement made by him/her which he/she believes has been misunderstood;
 - (d) the Leader, Deputy Leader or member of the Cabinet or committee chairman may speak before the mover of the motion or amendment replies to the debate.
- 16.2 A Member seconding any motion or amendment will be deemed to have spoken on it unless he/she speaks immediately or reserves his/her right to speak later in the debate.

Relevance

- 16.3 Every Member who speaks must direct his/her speech strictly to the motion or matter under discussion, or to a motion or amendment which he/she moves, or to a point of order.

POINTS OF ORDER

17. Any Member wishing to raise a point of order must say at the outset the Standing Order or rule of debate which he/she believes has been infringed. Every point of order will be decided immediately by the Chairman whose decision will be final.

LENGTH OF SPEECHES

18. Except with the consent of the Chairman, the following time limits will apply to speeches:

ORIGINAL MOTIONS

- (a) The mover of a motion or an amendment (10-6 minutes)

(A Member may not speak for more than ~~five~~three minutes unless he/she has a seconder).

- (b) The Leader or the Deputy Leader and the appropriate member of the Cabinet or chairman of a committee speaking to the debate on a motion or amendment.

(~~10~~6 minutes)

- (c) the Leader, Deputy Leader or member of the Cabinet or committee chairman speaking before the mover of the motion or amendment replies to the debate.

(3 minutes)

- ~~(ed)~~ The mover of a motion either speaking to an amendment or replying to the debate.

(~~5~~3 minutes)

- ~~(de)~~ The mover of an amendment replying to the debate on the amendment.

(~~5~~3 minutes)

- ~~(ef)~~ The seconder of a motion or an amendment.

(~~5~~3 minutes)

- (g) A Member speaking in the debate on a motion or an amendment.

(3 minutes)

OTHER BUSINESS

- ~~(fh)~~ A Member speaking on a paragraph of a Cabinet report or of a Committee report or on the Leader's Statement or in a debate.

(3 minutes)

- ~~(gi)~~ The Leader or the Deputy Leader and appropriate member of the Cabinet or a committee chairman either making a statement on the introduction of a report or any particular paragraph, or replying to the debate on a paragraph of a report.

(~~10~~5 minutes)

- (j) The Leader of the Council making the Leader's Statement.

(No time limit)

- ~~(hk)~~ The Leader of the Council in moving the reception of the Budget, or in replying to that debate.

(No time limit)

- ~~(il) The Leader of the Council making a statement on any matter within the responsibilities of the Cabinet or any of the Council's committees. Group Leaders speaking in the debate on the Budget.~~

(~~10~~5 minutes)

AFTER REPLY DEBATE IS CLOSED

19. After the reply is made, the motion or amendment under discussion will be put from the Chair.

PROCEDURE FOR MOTIONS AND AMENDMENTS

- 20.1 A Member may not move or second more than one amendment on any motion.
- 20.2 Once moved and seconded, a motion or amendment may not be withdrawn without the consent of the Council.
- 20.3 With the consent of the Council, a Member may:
 - (a) alter a motion of which he/she has given notice; or
 - (b) with the consent of his/her seconder, alter a motion which he/she has moved.

(In either case, the alteration must be one which could be made as an amendment under Standing Order 21.1)
- 20.4 Motions or amendments relating to the annual consideration of the Budget should be submitted in a standard format to be set down by the Head of Finance.

AMENDMENTS

- 21.1 Every amendment must be relevant to the motion under discussion and either:
 - (a) move the reference back
 - (b) leave out words
 - (c) add words, or
 - (d) leave out words and add others.
- 21.2 An amendment which forms the negative of the motion will not be allowed.
- 21.3 Whenever an amendment has been moved and seconded, no subsequent amendment may be moved until the first has been dealt with, unless the Chairman decides otherwise.
- 21.4 If an amendment is lost, other amendments may be moved on the motion.

- 21.5 If an amendment is carried, the motion as amended will become the substantive motion, on which further amendments may be moved.

MOTIONS RELATING TO PERSONAL NOMINATIONS

- 22.1 When considering a recommendation for the appointment or nomination of representatives to serve in any personal or representative capacity, additional names may be proposed and seconded by way of amendment. All the nominations will be placed in alphabetical order and votes in favour of each name will be taken separately.
- 22.2 Each Member may vote for as many persons as are to be nominated, and the number receiving the highest number of votes will be declared to be appointed or nominated.

PROCEDURAL MOTIONS

“That the question be now put”

- 23.1 Any Member may, at the close of the speech of another Member, move “That the question be now put”.
- 23.2 If he/she considers that there has been adequate debate, the Chairman may put the motion “That the question be now put” without debate. If the motion is carried with 20 or more Members voting in favour:
- (i) the Leader, Deputy Leader or appropriate member of the Cabinet or committee chairman may speak to the motion or amendment under debate, if he/she has not already spoken; and
 - (ii) the mover of the motion or amendment may reply.

The motion or amendment will then be put.

“That the Council do now adjourn”

- 24.1 Any Member may, at the close of speech of another Member, move “That the Council do now adjourn”.
- 24.2 The motion for the adjournment must have the support of ten Members (including the mover and seconder), who will show their support by standing. If fewer than ten Members stand, the motion will be considered as withdrawn.
- 24.3 If the motion is supported, the Chairman will invite the mover to speak for not more than five minutes. The motion will then be put to the vote.
- 24.4 If the motion is carried, the motion or amendment under debate will stand adjourned to the next meeting.

24.5 The Chairman will then call over the remaining business, and any business which is opposed (by any Member so indicating) will stand adjourned. During the “calling-over” procedure each report will be formally moved by the Leader, Deputy Leader or appropriate member of the Cabinet or committee chairman and each paragraph and recommendation will be called by the Chairman in the usual way. No statements, comments, motions or questions will be permitted.

“That the debate be now adjourned”

- 25.1 Any Member may, at the close of the speech of another Member, move “That the debate be now adjourned”.
- 25.2 The motion for the adjournment must have the support of ten Members, (including the mover and seconder), who will show their support by standing. If fewer than ten Members stand, the motion will be considered as withdrawn.
- 25.3 If the motion is supported, the Chairman will invite the mover to speak for not more than five minutes. The motion will then be put to the vote.
- 25.4 If the motion is lost it may not be moved again for half an hour, except by the Chairman.
- 25.5 If the motion is carried, the debate will continue at the next meeting of the Council. The Member who moved the adjournment will then be entitled to speak first.
- 25.6 The Council will then proceed to the next item of business.

“That the Council do now proceed to the next business”

- 26.1 Any Member may, at the close of the speech of another Member move “That the Council do now proceed to the next business”.
- 26.2 The motion must have the support of ten Members, (including the mover and seconder), who will show their support by standing. If fewer than ten Members stand, the motion will be considered as withdrawn.
- 26.3 If the motion is supported, the Chairman will allow the mover to speak for not more than five minutes. The Leader, Deputy Leader or appropriate member of the Cabinet or the committee chairman may then speak if he/she has not already done so. Finally if there has been an “original” motion or amendment under discussion the mover of that may reply.
- 26.4 The motion “to proceed to the next business” will then be put. If lost, it may not be moved again for half an hour, except by the Chairman. The debate on the “original” motion or amendment will then be resumed.

- 26.5 If the motion “to proceed to the next business” is carried, then the matter under debate will be considered terminated or lost.
- 26.6 If, by operation of this Standing Order, an amendment to a motion is lost, the debate on the motion itself will be resumed.

SUSPENSION OF STANDING ORDERS

- 27.1 It is open to the County Council to suspend Standing Orders applying to meetings of the Council in whole or in part wherever that will assist it in carrying out its business in new and different forms. Suspension will only be for the duration of the meeting.
- 27.2 Any Standing Order may be suspended at any meeting upon:
- (a) a recommendation by the Cabinet or a committee, or the Chief Executive; or
 - (b) a motion, notice of which has been given in writing by a Member to the Chief Executive by 12 noon on the day before the meeting of the Council; or
 - (c) a direction by the Chairman in any case of urgency.

VOTING

- 28.1 Voting will be by show of hands unless, by standing, ten Members demand a recorded vote. Where a recorded vote is called, the names of those voting for or against the motion or amendment will be recorded and entered in the minutes.
- 28.2 Where a demand for a recorded vote is not supported, any Member may require his/her vote for or against a motion to be recorded in the minutes.
- 28.3 On a formal motion put from the Chair (e.g. “That the report be received”), the question may be decided by the voice of the Members, unless any Member demands a show of hands.
- 28.4 If immediately after a vote is taken any Member so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting.
- 28.5 The person presiding at the meeting will have a second or casting vote.

INTERESTS OF MEMBERS

- 29.1 Where a Member attends a meeting which is considering a matter relating to a disclosable pecuniary interest they have, or any relevant

gifts and/or hospitality they have received, and which is not listed on their register, they must disclose the interest to the meeting and, within the next 28 days, notify the Monitoring Officer of the interest for inclusion in the register.

- 29.2 SO 62 in Part 3 of Standing Orders shall apply to participation by a Member in relation to disclosable pecuniary interests.

ATTENDANCE OF MEMBERS

30. Members will sign a register of attendance.

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