

DORSET POLICE AUTHORITY

STANDING ORDERS

MEETINGS OF THE AUTHORITY

1. ANNUAL MEETING

The annual meeting of the Authority shall be held in June on a date to be fixed by the Authority.

2. QUARTERLY MEETINGS

The remaining ordinary meetings of the Authority shall be held on dates to be fixed by the Authority.

PROVIDED that in the event of severe weather conditions or some other unforeseen circumstance, which in his opinion warrants the postponement of the meeting, the Chairman of the Authority may postpone, for a period of not more than 14 days, the date fixed for a meeting of the Authority.

3. TIME AND PLACE OF MEETINGS

All meetings of the Authority, except where otherwise ordered by the Chairman, shall be held at 10.00 am. The place of the meeting shall be specified in the initial Notice of Meeting.

4. ADJOURNMENT - NO QUORUM

If during any meeting of the Authority the Chairman, after counting the numbers present, declares that there is not a quorum, the meeting shall stand adjourned.

The consideration of any business not transacted shall be adjourned to a date and time fixed by the Chairman at the time the meeting is adjourned or, if he does not fix a date and time, to the next ordinary meeting of the Authority.

5. CANCELLATION OF MEETING - NO QUORUM

If at the expiration of 30 minutes from the time at which the meeting has been appointed to be held a quorum is not present, the meeting shall not take place, and consideration of any business on the agenda for the meeting shall be adjourned to a date and time fixed by the Chairman or, if he does not fix a date and time, to the next ordinary meeting of the Authority.

6. NOTICE OF MEETING

At least seven days before any meeting of the Authority notice of its time and place, signed by the Chief Executive, or if the meeting is called by members, signed by those members, shall be published at Police Headquarters, Winfrith, County Hall, Dorchester, Bournemouth Borough Council and Poole Borough Council.

When the meeting is called by members the notice shall specify the business proposed to be transacted.

7. DELIVERY OF SUMMONS

At least seven days before any meeting of the Authority a summons to attend specifying the business to be transacted and signed by the Chief Executive shall be sent to the usual place of residence of every member.

PROVIDED that want of service of the summons on any member shall not affect the validity of the meeting.

8. PAPERS TO ACCOMPANY SUMMONS

Minutes of the last meeting of the Authority, together with reports of committees and any other reports for members, unless already forwarded to members, shall accompany the summons referred to in Standing Order 7.

PROVIDED that this Standing Order shall apply only to the meetings prescribed by Standing Orders 1 and 2 above.

9. RECORD OF ATTENDANCES

The Chief Executive shall record the attendance of members at meetings of the Authority and of its committees.

CHAIRMAN AND VICE-CHAIRMAN

10. POWER AND DUTIES OF CHAIRMAN

Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

11. ORDER OF BUSINESS

- (1) Except as provided by paragraph (2) of this Standing Order, the order of business at every meeting shall be:
 - (a) to choose a person to preside if the Chairman and Vice-Chairman are absent;
 - (b) to deal with any business required by statute to be done before any other business;

- (c) to approve as a correct record and sign the minutes of the last meeting of the Authority;
 - (d) to receive declarations by members of pecuniary interest;
 - (e) to make or vary appointments to standing Committees and to other offices;
 - (f) to deal with any business expressly required by statute to be done;
 - (g) to dispose of business (if any) remaining from the last meeting;
 - (h) to receive and consider reports by committees and to answer questions under Standing Order 13;
 - (i) to receive and consider reports by officers;
 - (j) to answer questions under Standing Order 14;
 - (k) other business, if any, specified in the summons.
- (2) Business falling under (a), (b) and (c) of paragraph (1) shall not be displaced but subject thereto the foregoing order of business may be varied:
- (a) by the Chairman at his discretion; or
 - (b) 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.

12. PRESENTATION OF REPORTS OF COMMITTEES

On a report of a Committee being presented the Chairman, Vice-Chairman or some other members of the Committee shall move its adoption.

QUESTIONS

13. QUESTION ARISING ON REPORT OF COMMITTEE

A member may ask the Chairman of a Committee any question on the proceedings of the Committee then before the Authority if the question is put before the Authority's consideration of those proceedings is concluded.

PROVIDED that, in respect of matters which have been determined under delegated powers, the question has been given in writing to the Chief Executive not later than 10.00 a.m. on the day before the Authority meeting.

14. QUESTION ON ANY BUSINESS

A member may, if the question has been given to the Chief Executive in writing by 10.00 a.m. on the Thursday in the week before the Authority meeting, ask the Chairman of the Authority or the Chairman of the appropriate Committee any question relating to the business of the Authority.

15. NO DISCUSSION ON QUESTION ASKED

Every question shall be put and answered without discussion.

16. SIGNING OF MINUTES

As soon as the Minutes of the Authority have been read, or taken as read, the Chairman shall put the question that the Minutes be signed as a correct record.

17. SIGNING MINUTES - EXTRAORDINARY MEETINGS

Where in relation to any meeting of the Authority the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, the next following meeting of the authority (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) (signing of minutes) of that Schedule.

18. ACCURACY OF MINUTES

No motion or discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

RULES OF DEBATE

19. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

The following motions may be moved without notice:

- (1) appointment of a chairman of the meeting at which the motion is moved;
- (2) accuracy of the minutes;
- (3)
 - (a) the question be now put;
 - (b) the debate be now adjourned;
 - (c) the Authority do now adjourn;
 - (d) the Authority proceed to the next business.
- (4) reference to a committee;
- (5) adoption of reports and recommendations of committees or officers and any consequent resolutions;
- (6) extension of time limit for speeches;
- (7) precedence for an item of business specified in the summons;

- (8) suspension of a Standing Order in accordance with the provision of Standing Order 56;
- (9) a member named under Standing Order 35 be not further heard or do leave the meeting;
- (10) giving consent of the Authority where required by these Standing Orders;
- (11) exclusion of the public and press.

20. MOTIONS AND AMENDMENTS

A motion or amendment shall not be discussed unless it has been proposed and seconded. It shall, if required by the Chairman, be put in writing and handed to the Chairman before it is further discussed or put to the meeting.

21. LIMIT TO NUMBER OF SPEECHES

A member shall be entitled to speak once on any motion, but shall not be entitled to speak more than once except:

- (a) to speak once on an amendment moved by another member;
- (b) if the motion has been amended since he last spoke, to move a further amendment;
- (c) in exercise of a right of reply given by Standing Order 27;
- (d) on a point of order;
- (e) by way of personal explanation;
- (f) to ask a question.

22. SECONDER OF MOTION RESERVING SPEECH

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

23. WITHDRAWAL OF MOTION OR AMENDMENT

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

24. RELEVANCE AND TIME LIMIT

A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. Except in the case of a Chairman or Member of a Committee presenting a report, no speech shall exceed five minutes without the consent of the Authority.

25. AMENDMENTS TO MOTIONS

An amendment shall be relevant to the motion and shall be either:

- (a) to leave out words;
- (b) to leave out words and insert or add others;
- (c) to insert or add words.

An amendment shall not be admitted if it has the effect of negating the motion before the Authority.

26. ORDER IN WHICH AMENDMENTS TO BE TAKEN

- (1) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been dealt with.
- (2) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

27. RIGHT OF REPLY

- (1) The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. In his reply he shall strictly confine himself to answering previous speakers and shall not introduce any new matter to debate.
- (2) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close the debate on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.
- (3) A member may, however:
 - (a) explain any material part of his speech which he believes to have been misunderstood;
 - (b) if he is the chairman or other member who has presented the report of a committee, with the Chairman's consent, make a statement of the facts at the outset of the debate and also reply generally to the debate; and
 - (c) if he is the mover of a motion, speak with the leave of the Chairman on the motion or on any amendment thereto at any time during the debate.

28. RIGHT TO SPEAK ON A POINT OF ORDER

- (1) A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith.
- (2) A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the member shall specify the Standing Order or statutory provision and the way in which he considers it has been broken.

- (3) A personal explanation shall be confined to some material part of his speech which he considers has been misunderstood.
- (4) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

29. MOTIONS WHICH MAY BE MOVED DURING DEBATE

When a motion is under debate no other motion shall be moved except:

- (1) to amend the motion;
- (2) to postpone consideration of the motion;
- (3) to adjourn the meeting;
- (4) to adjourn the debate;
- (5) to proceed to the next business;
- (6) that the question be now put;
- (7) that a member be not further heard;
- (8) that a member do leave the meeting;
- (9) that the subject of debate be referred back to a committee;
- (10) to extend time limit for speeches;
- (11) to suspend Standing Orders under Standing Order 56.

30. CLOSURE MOTION

A member who has not spoken in the debate may move without comment at the conclusion of a speech by another member:

- (1) "That the Authority proceed to the next business".
- (2) "That the question be now put".
- (3) "That the debate now be adjourned".
- (4) "That the Authority do now adjourn".
- (a) **On a motion to proceed to next business:**

Unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to the next business.

(b) **On a motion that the question be now put:**

Unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his right of reply before putting his motion to the vote.

(c) **On a motion to adjourn the debate or the meeting:**

If in his opinion the matter before the meeting has been insufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover of the original motion his right of reply on that occasion.

A second motion that “the Authority proceed to the next business” or “the Authority do now adjourn” shall not be made within a period of one hour unless moved by the Chairman.

31. RESCISSION OF PRECEDING AUTHORITY RESOLUTION

- (1) No motion to rescind any resolution passed by the Authority within the preceding six months, and no motion or amendment to the same effect as one which has been defeated within the preceding six months, shall be moved unless notice thereof signed by at least five members of the Authority, is delivered to the office of the Chief Executive at least ten days before the meeting at which it is to be considered.
- (2) When any such motion has been disposed of by the Authority no member shall move a similar motion within a further period of six months.
- (3) This order shall not apply to motions moved in or in respect of the report or recommendation of a committee.

32. REVIEW OF DECISIONS MADE UNDER DELEGATED POWERS

Where a matter before the Authority is the subject of a decision taken in the exercise of delegated powers any motion, relating either to the matter or to the decision, to be moved at a meeting of the Authority or of the Committee from which such powers were delegated, shall be in writing, shall be signed by at least five members of the Authority, and shall be delivered to the office of the Chief Executive not later than 10.00 a.m. three working days before the meeting of the Authority at which it is to be considered.

33. RESPECT FOR CHAIR

Whenever the Chairman rises during a debate a member then standing shall resume his seat and the Authority shall be silent.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

34. MATTERS AFFECTING STAFF EMPLOYED BY AUTHORITY

If any question arises at a meeting of the Authority as to the appointment, promotion, dismissal, salary, superannuation or conditions of service or as to the conduct of any person employed or formerly employed by the Authority, a motion under Section 100(A)(4) of the Local Government Act 1972 to exclude the public (including the press) shall be moved forthwith by the Chairman.

DISORDERLY CONDUCT

35. DISORDERLY CONDUCT BY MEMBERS

- (1) If at a meeting any member of the Authority, in the opinion of the Chairman notified to the Authority, misconducts himself by persistently disregarding the Chairman's ruling, by continuous irrelevance or tedious repetition, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Authority, the Chairman or any other member may move "That the member named be not further heard", and the motion, if seconded shall be put and determined without discussion.
- (2) If the member named continues his misconduct after a motion under the foregoing paragraph has been carried the Chairman shall:

Either (a) move "That the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion);

Or (b) adjourn the meeting of the Authority for such period as he in his discretion shall consider expedient.
- (3) In the event of general disturbance which in the opinion of the Chairman renders the 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 Authority for such period as he in his discretion shall consider expedient.

36. DISTURBANCE BY THE PUBLIC

If a member of the public interrupts the proceedings at any meeting, the Chairman shall warn him. If he continues the interruption the Chairman shall order his removal from the meeting. In the case of general disturbance in any part of the meeting open to the public the Chairman shall order that part to be cleared.

VOTING

37. METHOD OF RECORDING VOTES

Subject to Standing Order 40 below, every question shall be decided by a show of hands, PROVIDED that if five members present at the meeting so require before the vote is taken, the names of the members shall be called out and their votes recorded in the minutes.

38. (1) In the case of an equality of votes at a meeting of the Authority or a Committee, the person presiding at the meeting shall have a second or casting vote.
- (2) In respect of a decision to issue a precept under Section 40 of the Local Government Finance Act 1992 or to make the calculations required by Section 43 of that Act, the Members approving it must constitute at least half of the total membership at the time of the decision and include more than half of the local authority appointed members (at that time).

39. RECORDING OF INDIVIDUAL VOTES

Where immediately after a vote is taken at a meeting of the Authority or a committee, if 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.

40. VOTING ON APPOINTMENTS

- (1) Where more than two persons are nominated for any appointment and of the votes given there is not a majority in favour of one of them, 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.
- (2) In the case of an equality of votes on an appointment, the Chief Executive shall draw lots.
- (3) Voting shall be by show of hands unless a majority of those present decide that the voting shall be by secret ballot.

INSPECTION OF DOCUMENTS

41. INSPECTION OF DOCUMENTS

A member of the Authority may inspect, on application to the Chief Executive, any document in the possession or under the control of the Authority which contains material relating to any business to be transacted at a meeting of the Authority or a committee unless it appears to the Chief Executive that the document discloses confidential or exempt information, (within the meaning of the Local Government Act 1972) and may inspect any other documents in the possession or under the control of the Authority insofar as such inspection is reasonably necessary to enable him properly to perform his duties as a member of the Authority.

42. MINUTES OPEN TO INSPECTION OF MEMBERS

The minutes of the Authority and its committees shall be open for the inspection of any member of the Authority.

COMMITTEES

43. APPOINTMENT OF COMMITTEES

The Authority shall appoint the standing committees at the annual meeting but:

- (i) shall not appoint any member
 - (a) in the years other than the year of quadrennial election of County Councillors, so as to hold office later than the day immediately prior to the date of the first meeting of such committee following the next annual meeting of the Council; and

- (b) in the year of quadrennial election of County Councillors, so as to hold office later than the date provided by statute for the retirement of County Councillors in such years PROVIDED that the re-elected councillors who are members of a committee shall discharge the duties of the committee until the appointment of their successors.

- (ii) may at any time alter the membership of a committee.

44. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEES

- (a) Each committee may appoint at their first meeting following the annual meeting of the Authority a Chairman and Vice-Chairman.
- (b) The Chairman and Vice-Chairman of every committee shall be a member of the Authority.

45. ABSENCE OF CHAIRMAN OR VICE-CHAIRMAN

In the absence from a meeting of a committee of both the chairman and vice-chairman, a chairman for the meeting shall be appointed from among the members of the committee who are present.

46. ATTENDANCE AT MEETINGS

- (1) The Chairman and the Vice-Chairman of the Authority shall be entitled to attend all meetings of Committees of the Authority with the exception of the Lay Visiting Committee, and shall have speaking and voting rights.
- (2) Any member of the Authority may attend the meeting of any committee of which he is not a member but may not speak without the approval of the chairman of the meeting and may not vote. Such a member shall not be entitled to be paid attendance, travelling or subsistence allowances unless invited in advance to attend the meeting.

47. MEETINGS OF COMMITTEES

Each committee shall normally meet once every quarter.

48. TIME AND PLACE OF MEETINGS

Every committee meetings except where otherwise ordered by the Chairman of the Committee, shall be held at 10.00 am. The place for the meeting shall be specified in the Notice of Meeting.

49. SPECIAL MEETINGS

- (1) The Chairman of a committee may summon a special meeting of the committee at any time.
- (2) A special meeting shall also be summoned on the requisition in writing of a half of the whole number of the members of the committee.

- (3) The summons shall set out the business to be considered at the special meeting and no other business that that set out shall be considered at the meeting.

50. QUORUM OF COMMITTEES AND SUB-COMMITTEES

Except where authorised by statute or ordered by the Authority, business shall not be transacted at a meeting of the Authority or any Committee exercising delegated powers unless at least one quarter of the whole number of the Authority or Committee are present.

51. APPLICATION OF STANDING ORDERS TO COMMITTEES

The following standing orders shall apply to meetings of committees, as well as to the Authority, and, where appropriate, the word “committee” shall be substituted for the word “Authority”:

Standing Orders	16	21	26	33	38
	17	22	27	34	39
	18	23	28	35	40
	19	24	29	36	
	20	25	30	37	

52. CONFIDENTIAL MATTERS

A member shall not disclose without permission of the Authority or of the appropriate committee:

- (1) the content of any document marked “Not for Publication” by virtue of being confidential or exempt, under the relevant provision of the Local Government Act of 1972;
- (2) any item dealt with as a confidential or exempt matter, unless or until it has been made public by the Authority, or, the committee.

53. ATTENDANCE OF CHIEF EXECUTIVE

The Chief Executive or his representative shall attend the meetings of every committee of the Authority.

54. MINUTES OF COMMITTEES

Minutes of every committee shall be kept by the Chief Executive or his representative.

GENERAL PROVISIONS WITH REGARD TO STANDING ORDERS

55. VARIATION AND REVOCATION

Any motion, not being a recommendation of a committee, to vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

56. SUSPENSION

Any of the preceding Standing Orders (except for Standing Orders 17 and 39) may be suspended by the Authority for any item of business at the meeting where its suspension is moved, but shall not be suspended unless a majority of the whole number of members of the Authority so agree.

57. ISSUE TO MEMBERS

A copy of these Standing Orders shall be issued to each Member.

58. INTERPRETATION OF STANDING ORDERS

The ruling of the Chairman of the Authority or, where appropriate, the chairman of a committee, having taken the advice of the Chief Executive or his representative, as to the construction or application of any of these Standing Orders, or as to any proceedings at the meeting shall be final.