

**HARINGEY COMMUNITY AND POLICE CONSULTATIVE GROUP
WARD PANEL CHAIRS & PARTNERSHIP FORUM**

STANDING ORDERS (Template)

1. QUORUM

One-third of the members shall form a quorum. If within half an hour of the time appointed for the meeting to commence a quorum is not present, the meeting shall be dissolved.

2. ORDER OF BUSINESS

An Agenda shall be prepared by the Chair and Secretary, and shall be presented by the Chair at the opening of each meeting. All items thereon shall take precedence over all other business. Any member desirous of introducing business for the consideration of the meeting may do so after the business on the Agenda has been completed but must produce the same in writing, or may give notice of a motion to be discussed at a further meeting.

3. SUSPENSION OF STANDING ORDERS

However in the event of any matter of urgency, the Chair may accept a motion for the suspension of the Standing Orders. The member moving such suspension must clearly state the nature and urgency of his/her business, the numbers of the Standing Orders affected, and the length of time (not exceeding 30 minutes) he/she desires such suspension to last. At the discretion of the meeting, a further extension may be allowed but no suspension shall take place except by a two-thirds majority vote of the members present.

4. MINUTES

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

5. SELECTION OF SPEAKERS

Every member shall seek the attention of the chair to indicate that they wish to speak, identify themselves, and address the Chair. When more than one member wishes to speak, the first to seek the Chair's attention will be given precedence, the decision resting with the Chair but the member whose attention was caught immediately after the first one shall have the right to speak at the close of such members address.

6. RULING OF THE CHAIR

If the Chair calls a member to order, or for any other purpose connected with the proceedings, the member speaking shall refrain from speaking and no other member shall speak until the Chair be resumed. The ruling of the Chair on any question under the Standing Orders, or on points of order or explanation, shall be final, unless challenged by not less than four members, and unless two-thirds of the members present vote to the contrary.

7. INTERRUPTION

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

8. SPEECHES

No member shall be allowed to speak more than once upon any subject before the meeting, unless in Committee, or on a point of order, or explanation, except the move of the Original Motion. On an amendment being moved, any member, even though he/she has spoken on the Original Motion, may speak again on the amendment. No member shall speak for more than five minutes at a time. Members wishing to raise points of order or explanation must first obtain the permission of the Chair and must state immediately the alleged breach which has occurred. Any member may formally second any motion or amendment and reserve his speech until a later period in the debate.

9. MOTIONS AND AMENDMENTS

The first proposition on any particular subject shall be known as the Original Motion, and all succeeding propositions on that subject shall be called amendments. Every motion or amendment must be moved and seconded by members actually present at the meeting before they can be discussed, and, wherever possible, should be set forth in writing. It is permissible for a member to make his/her speech first and concluded with a motion. When an amendment is moved to an Original Motion no further amendment shall be discussed until the first amendment is disposed of. (Notice of any further amendment must be given before the first amendment is put to the vote).

10. SUBSTANTIVE MOTIONS

If an amendment be carried, it displaces the Original Motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the substantive motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion which has been previously rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.

11. RIGHT OF REPLY

The mover of the Original Motion shall, if no amendment be moved, have the right of reply at the close of the debate upon such motion. When an amendment is moved he/she shall be entitled to speak thereon in accordance with Standing Order No.3 and at the close of the debate on such amendment shall reply to the discussion but shall introduce no new matter. The question shall then be put to the vote immediately, and under no circumstance shall any further discussion be allowed once the question has been put from the Chair. The mover of an amendment shall not be entitled to reply.

12. WITHDRAWALS OR ADDITIONS

No motion or amendment which has been accepted by the Chair shall be withdrawn without the unanimous consent of the meeting. Neither shall any addendum or rider be added to a motion which has once been accepted by the Chair without such full consent. Should any member dissent, the

addendum must be proposed and seconded, and treated as an ordinary amendment.

13. CLOSING DEBATE

The motions for next business, or the closure, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions. In the event of the closure being carried, the mover of the Original Motion shall have the right to reply in accordance with Standing Order No. 11, before the question is put. Should any one of the motions mentioned in this Standing Order be defeated, ten minutes shall elapse before it can be accepted again by the Chair unless he/she is of the opinion that the circumstances have materially altered in the meantime.

14. ADJOURNMENT

Any member who has not already spoken during the debate may move the adjournment of the question under discussion, or of the meeting but must confine his remarks to that question, and must not discuss any other matter. The mover of the motion upon which the adjournment has been moved shall be allowed the right of reply on the question of the adjournment but such reply shall not prejudice his/her right of reply on his/her own motion. In the event of such motion being lost it shall not be moved again, except in accordance with Standing Order No. 13.

15. VOTING

The voting shall be by show of hands except where a secret ballot is requested by a majority of voting members present. Two scrutineers or tellers shall be appointed by the Chair. The Chair shall not vote on any question, unless there is an equal number of votes, when he/she shall have a casting vote.

16. NOTICE OF MOTION

Notices of motion shall be sent to the Secretary in writing 21 days before the meeting at which they are to be discussed. Such motions shall be placed upon the Agenda in the order in which they are received by the Secretary. Emergency motions may, at the discretion of the Chair, be raised under Any Other Business.

17. RESCINDING A RESOLUTION

No resolution shall be rescinded or amended at the same meeting at which it is passed. 21 days noticed of its rescindment or amendment must be given but the resolution shall not be rescinded or amended unless by the consent of two-thirds of the delegates present at the meeting when it is considered. No resolution involving important finance or policy shall be rescinded at any meeting unless every member eligible to attend such meeting has been duly notified and given the opportunity to be present.

18. EQUAL OPPORTUNITIES

All members shall be eligible to address the meeting irrespective of their race, sex, disability, age, sexual orientation or religion and should promote relations between persons of different genders, racial groups, religious beliefs, sexual orientation and eliminate unlawful discrimination.