

## **STANDING ORDERS FOR MEETINGS**

1. Humberside Police Authority ('The Authority') shall hold an Annual General Meeting between 1 April and 30 June each year.
2. The Authority shall hold other ordinary meetings quarterly, excluding the month of August, on dates to be determined at the Annual General Meeting.
3. Nothing in Standing Order 1 or 2 shall prevent the calling of such other meetings of the Authority as the Authority or Chair may decide, or by three or more members in writing to the Chief Executive specifying the reason for the meeting.
4. Meetings of the Finance Committee, Communities and Partnerships Committee, Human Resources Committee and Strategic Policing Committee 'the Standing Committees' shall be held on dates to be determined at the Annual General Meeting, excluding the month of August.
5. Nothing in Standing Order 4 shall prevent the calling of such other meetings of the Standing Committees as the Authority or the Chair of the Standing Committees may decide.
6. Meetings of the Standards Committee shall be held 6 monthly excluding the month of August. Meetings of all other committees of the Authority shall be called as the Authority or the Chair of the Authority or the Chair of the Committee may decide.
7. Nothing in Standing Order 6 shall prevent the calling of such other meetings of other committees, as the Authority or the Chair of the Authority or the Chair of the Committee may decide.
8. The Chair and the Vice-Chair of the Authority and Committees shall be elected annually from amongst the Members present and voting at the Annual General Meeting. In the absence of both the Chair and Vice Chair then another person shall be elected to chair that meeting only.

### **QUORUMS**

9. The Quorum for meetings of the Authority shall be seven, for the standing Committees four and for all other committees three.
10. No decision may be made to issue a precept under section 40 of the Local Government Finance Act 1992, or to make the calculations required by section 43 of the Act unless Members approving it:-
  - (i) constitute at least half of the total membership of the Authority at the time of the decision, and
  - (ii) include more than half of the local authority appointed Members at that time.

### **NOTICE OF MEETINGS**

11. All meetings of the Authority and its Committees shall be called by the Chief Executive to the Authority, who shall circulate a notice to all Members of the Authority or Committee specifying the date, time and place of the meeting.
12. The Chief Executive shall prepare and circulate an agenda and reports for each meeting to each Member at least five clear working days in advance of the meeting. Reports may be sent out after the agenda providing five clear working days are allowed between receipt of the report and the actual meeting. NO report may be circulated at the meeting unless it relates to an item which:-

- the Chair decides should be considered at the meeting as a matter of urgency by reason of special circumstances which must be specified and recorded in the minutes, and
- the matter is not on the agenda published for the meeting.

13. Where a meeting is convened at less than five clear working days notice, the agenda and reports should be circulated at the time the meeting is called.

14. The want of service of a notice calling a meeting on any Member shall not invalidate a meeting.

15. No meeting of the Authority or Committee shall be held unless the Chief Executive, or the Chief Executive's representative, is present.

## **BUSINESS AT MEETINGS**

16. (i) Minutes of the proceedings of a meeting of the Authority shall be drawn up and entered in a book kept for that purpose and shall be signed at the same or next suitable meeting of the Authority by the person presiding thereat. The next suitable meeting of the Authority is either the next meeting (whether that meeting is an ordinary or extraordinary meeting) or, where the next meeting is an extraordinary meeting, at the next following ordinary meeting.

(ii) The Minutes of the proceedings of Committees shall be submitted to the next ordinary meeting of the Authority.

(iii) (a) Petitions may be presented to an ordinary meeting of the Authority if five clear days notice is given in writing to the Chief Executive and a deputation of up to three persons may attend the meeting. One member of the deputation shall be permitted to address the meeting for not more than five minutes on the subject matter of the petition.

(b) A petition may be sent to the Authority and it will be reported to the next ordinary meeting. A petition presented or reported shall be noted and the Authority may call for a report on the matter raised if appropriate. Members of the Authority shall have an immediate opportunity to discuss or ask questions on the subject matter for no more than ten minutes, without prejudice to a full debate at a subsequent meeting.

(c) A petition is defined as "any written matter directed at the Authority signed by 10 or more residents of the Humberside Police area, excluding any response to statutory procedures or concerning any individual".

(iv) Subject to the provision of Section 100 of the Local Government Act 1972, documents circulated for meetings shall be classified:

(a) as neither "exempt" nor "confidential" in which case they will be available for public inspection.

(b) as "exempt" – not for publication unless authorised by the Authority or Committee. Report contains exempt information by virtue of relevant paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972.

(c) as "confidential" – not for publication at any time by virtue of Section 100A (2) of the Local Government Act 1972.

## **PROCEDURE AT MEETINGS**

17. (i) Voting at meetings of the Authority or Committees shall be determined by show of hands, or at the discretion of the Chair by verbal expression, except in the case of the appointment of staff.

(ii) At the request of any Member, the names of Members voting for, against or abstaining on any amendment or motion shall be recorded in the minutes. Upon such a request, each Member may be asked to indicate how their vote is cast.

(iii) Where immediately after a vote is taken at a meeting of the Authority 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.

18. (i) No motion or amendment shall be discussed until it has been seconded.

(ii) An amendment to a motion must be relevant to the subject matter of the motion, and must be either to

(a) leave out words

(b) add words, or

(c) substitute words

but must not have the effect of only negating the motion.

(iii) A mover of a motion or an amendment may, with the consent of the meeting, alter it provided as amended it could be properly moved.

(iv) A motion or amendment may be withdrawn by the mover with consent of the seconder and the meeting, and no Member shall speak upon it after the mover has asked for permission for its withdrawal, unless such permission shall have been refused.

19. (i) A Member shall direct his speech to the question under discussion or to a personal explanation or to a point of order and shall not impute motives or use offensive expressions to or about any other Member.

(ii) If any Member, in the opinion of the Chair signified to the meeting, misconducts himself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the meeting, or by tedious repetition or unbecoming language in his speech, the Chair or any other Member may move "That the Member be not further heard, and such motion if seconded shall be put and determined without discussion".

(iii) If the Member named continues his misconduct after a motion under the previous paragraph has been carried, the Chair 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 for such period as he in his discretion shall consider expedient.

(iv) A Member may rise on a point of order or in a personal explanation, and shall be entitled to be heard immediately. 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. A personal explanation shall be confined to some material part of a former speech by him which may appear to have been misunderstood in the present debate.

(v) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

(vi) A Member who seeks to avoid a decision being taken on a matter under discussion may, at the conclusion of a speech of another member, unless the Chair considers that the matter has been insufficiently discussed, move “that the meeting proceed to the next business” or, if there is no other business to be transacted, “that the meeting adjourn”.

(vii) The proposer of such a motion may speak thereon but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion.

(viii) On the seconding of the motion, the Chair shall first give the mover of the original motion an opportunity to speak on it and then put to the vote the motion to proceed to the next business or to adjourn the meeting.

(ix) If that motion is carried, the original motion shall be considered as withdrawn.

(x) A Member who seeks to interrupt a debate so that it may be continued at a later hour or on another occasion may, at the conclusion of the speech of another Member, move that the debate be adjourned to that hour or occasion.

(xi) If the Member does not specify an hour or occasion, the motion shall be deemed to intend that the debate shall be resumed at the next ordinary meeting.

(xii) The proposer of such a motion may speak thereon but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion except that the mover of the original motion may speak on it.

(xiii) On the resumption after adjournment of an interrupted debate, the meeting shall proceed to the further consideration of the adjourned business as though the meeting had been continuous for the purposes of these Standing Orders.

(xiv) A Member may at the conclusion of the speech of another Member move “that the proposition under discussion be now put” (which is in these Standing Orders referred to as “the closure”).

(xv) The proposal and seconding of the closure shall be formal and without comment and there shall be no debate on it. The closure shall be put immediately to the vote unless it appears to the Chair that the proposition to which it is sought to apply the closure has not been sufficiently discussed.

(xvi) If the closure is carried, the motion or amendment which is the subject of the interrupted debate shall be put without further discussion, subject to the mover of the original motion, first having a right of reply.

20. (i) Every candidate nominated to represent the Authority in any capacity or for any position to be filled by the Authority shall be openly proposed and seconded.

(ii) At the close of nominations the Chair shall state the names of the candidates who have been duly proposed and seconded and the number of vacancies to be filled if the number is limited.

(iii) If the number of nominations does not exceed the number of vacancies or if the number of vacancies is not limited the Chair shall immediately put the appointment of the duly nominated candidates collectively as a substantive motion upon which no amendment may be moved.

(iv) If the number of nominations exceeds the number of vacancies there shall be a secret ballot of the Members present at the meeting in which each Member of the Authority may vote for as many candidates as there are vacancies to be filled.

(v) Any ballot shall be conducted by the Chief Executive whose return shall be final and conclusive.

Provided that no candidate shall be appointed unless the number of votes cast in his favour exceeds half the number of persons voting. If in any ballot no candidate receives the number of votes entitling him to be appointed, the names of those who receive no votes and the name of the one who receives the least number of votes shall be struck off the list and a fresh ballot be taken, and so on, until all the vacancies are filled.

Approved by Police Authority May 2003

Amended to reflect change in title of Chief Executive (from Clerk) as approved November 2004

Paragraphs 4 and 6 amended June 2005 to reflect the establishment of Personnel Committee as a Standing Committee

Paragraph 9 (relating to quorums) amended by Police Authority June 2005