

# **Standing Orders for Regulating the Business of the**

## **Llanfaelog Community Council**

### **ANNUAL MEETING**

The council shall in every year hold an Annual Meeting in the Council Chambers, Community Hub, and Llanfaelog which shall take place on the fourth Wednesday During the month of May.

### **ORDINARY MEETING**

An ordinary meeting of the Community Council shall be held in the Council Chamber Community Hub Llanfaelog on the fourth Wednesday in each month provided that the council shall be empowered to exclude the month of August or any other appropriate period for a vacation or recess if they so desire.

### **EXTRAORDINARY MEETINGS**

The Chairman of the council may call a meeting of the Council at any time.

If the Chairman refuses to call a meeting of the council after the requisition for that purpose signed by two members has been presented to him, or if without so refusing, the chairman does not call a meeting within seven days after such requisition has been presented to him, any five members, or one fourth of the whole number of members of the Council, whichever is less, on that refusal or on the expiration of seven days as the case may be, may forthwith call a meeting of the Council.

### **CHAIRMAN OF MEETING.**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

## **QUORUM**

Four members shall constitute a quorum.

## **VOTING**

All Questions coming or arising before the Council shall be decided by a majority vote of the members present and voting thereon at the meeting.

In case of an equality of votes, the person presiding at the meeting shall have a second vote or casting vote.

Members shall vote by show of hands, or if at least two members so request, by signed ballot.

If a member so requires, the Clerk shall record the names of the members who voted on any questions so as to show whether they have voted for or against it.

The name of any member present but not voting shall, on requisition, also be recorded.

The Chairman shall ascertain the members voting for or against any question and his declaration as to the result shall be conclusive.

## **MINUTES**

The official minutes of the Community council will be in the Welsh Language with an English translation available.

A copy of the minutes shall be deposited at Rhosneigr Library.

As soon as the minutes have been read, the chairman shall put the question that the minutes of the Council held on day be signed as a true record.

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

## **RESCISSION OF PRECEDING RESOLUTIONS.**

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 negative within the preceding six months shall be proposed unless the notice thereof bear the name of at least 7 members of the council.

## **NOTICE OF MOTION**

The following motions may be made without notices:

To vary the order of business.

To resolve into committee and to resume as a Council.

To adjourn the Council, or debate or to pass to next business.

To suspend Standing Orders.

To adopt the recommendations of a Committee or refer any recommendations back to Committee.

Notice of every other motion shall be in writing and signed by the member or members of the council giving the notice.

## **CHAIRMAN'S BADGE OF OFFICE**

It will be the responsibility of the Chairman to ensure the safeguard of the Chairman's Badge of Office.

## **INTEREST OF MEMEBRS IN PLANNING APPLICATIONS AND CONTRACTS.**

If a member of the council has any pecuniary interest, direct or indirect in the contract/planning application and is present at the meeting when the contract/planning application is under consideration the member must disclose the fact and shall not take part in the consideration or discussion.

