

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley BD16 2LF

Bingley Town Council Addendum to Standing Orders to cover holding remote meetings

INTRODUCTION:

The following Standing Orders are an addendum to the Standing Orders (SOs) for Bingley Town Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Bingley Town Council's SOs apply.

CONVENING:

- a. A remote meeting of the Council or of one of its committees will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
- b. The council will ensure that all non-confidential meeting papers are posted on its website and where possible, on the website of the principal authority for its district area.

CHAIMAN'S ROLE:

All meetings shall commence with a statement from the council Chairman, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.

PRESENT:

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance (whether by video conferencing or by telephone).

Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting

All councillors present will be required to state their name prior to the commencement of the meeting.

QUORUM:

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

VOTING:

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

Standing Order: (where members are joining the meeting by telephone or video):

The chairman will request a response to each proposal, from each member present. Members attending by video will be asked to raise their hand. Members attending by telephone only will be asked for their response verbally.

The chairman will confirm that response verbally.

The chairman will read out all votes cast once collected.

The minutes will reflect the decision of the council.

COUNCIL/COMMITTEE DISCUSSION:**Standing Order:**

On each item of business to be transacted, which requires discussion (where members are joining the meeting by telephone or video):

- The rules of debate, as set out in Bingley Town Council's Standing Orders will apply.
- The Chairman will ask members to indicate if they wish to speak by raising their hand (members using video) or state their name (members attending by telephone).
- The Chair will invite members to speak in turn
- After each member has been heard, the Chairman will call for a proposal on the item of business to be transacted, by a member present (member to state their name prior to making the proposal)
- Once a proposal is moved, if required, the Chairman will call for that proposal to be seconded by a member present (member to state their name prior to speaking)
- The Chairman will request any amendments to said proposal from each member present, prior to moving to a vote on that proposal.

DECLARATIONS OF INTEREST IN AN ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING:

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a

meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

- Where a Councillor has declared they have a disclosable pecuniary interest in an agenda item and they have not been granted a dispensation they will be moved to the 'waiting area' whilst that item is discussed and voted on. They will be returned to the meeting following the vote.
- The Chair will verbally announce the removal and the return of the member.

PUBLIC PARTICIPATION:

Standing Order:

The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting; a member of the public shall not speak for more than 3 minutes.

The Chairman will ask each member of the public, joining the meeting by telephone, if they wish to contribute to this session.

Members of the public joining the meeting by video link shall use the 'raise my hand facility' or physically raise their hand – the host or co-host of the meeting will make a note of these and they will be invited to speak by the chairman.

EXCLUSION OF THE PRESS AND PUBLIC

All meetings of the council and its committees must be available for the press and public to attend (i.e. open to the public).

The council or a committee may resolve to exclude the press and public, from a meeting (whether during the whole or part of the proceedings), due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted or for other special reasons.

- Where the council resolves to exclude members of the press and public these members will be moved to the 'waiting room'.
- The minutes will reflect the decision of the council.

Adopted by the Council: 28th April 2020