

EDINBURGH ASSOCIATION OF COMMUNITY COUNCILS

STANDING ORDERS

1 INTERPRETATION

- a. These Standing Orders shall be read in conjunction with the Constitution of the EACC. If there is any conflict of meaning or wording, the Constitution shall prevail. In the event of any continuing uncertainty as to the meaning of either or should new procedural matters arise, the Chair shall decide with the advice of the Office Bearers and report any such decision to the next Committee meeting.
- b. In these Standing Orders reference to the Chair shall, in the event of incapacity or resignation of the Chair, mean the Vice Chair or failing other Committee Member appointed by the remaining Office Bearers until such time as a Chair can be elected.
- c. In these Standing Orders reference to the Secretary shall, in the event of incapacity or resignation of the Secretary, mean such other Committee Member as may be appointed by the remaining Office Bearers to act as Secretary until such time as a Secretary can be elected.

2 GENERAL GUIDANCE

The City of Edinburgh Council (CEC) has produced Community Council Guidance Notes and Model Standing Orders (Appendix 3 of the Scheme for Community Councils), available via the CEC website <www.edinburgh.gov.uk/community_councils>. Where appropriate and if necessary these documents may be used to guide the Office Bearers in their conduct of EACC business. However if used the documents referred to will only supplement and not replace the EACC Constitution and Standing Orders.

3 COMMITTEE & SUB-COMMITTEES

- a. The Committee of the EACC shall be responsible for the business of the EACC and for fulfilling its Aims and Objectives. The Committee shall comprise the Office Bearers and all other Nominated Members (or substitutes) as defined in clauses 2 and 6a of the Constitution.
- b. Any Sub-Committee appointed in accordance with clause 4d of the Constitution shall report to each Committee meeting as to how it is fulfilling its Terms of Reference. A Sub-Committee may obtain advice from third parties on specialist matters or in particular circumstances and shall report this at the latest to the next Committee meeting.

4 COMMUNICATION

- a. This will normally be by email or other agreed electronic means. In the event that a Nominated Member is unable to communicate electronically the Secretary shall arrange alternative means with the member concerned.
- b. To facilitate communication the names of Nominated Members shall be listed on the EACC website by the Secretary. To this end member community councils are asked to notify any changes in a timely manner to the Secretary.
- c. Unless a different person is appointed by the Committee, the Secretary shall maintain the EACC website which shall contain an archive of Committee, AGM and EGM minutes, Sub-Committee Reports, the Constitution and Standing Orders and such other matters as the Committee may determine. Draft minutes of the last Committee meeting or AGM may be included for information only, with the proviso that they are not approved and may be changed.

5 PROCEDURE & ORDER OF BUSINESS AT MEETINGS

- a. The Secretary shall produce an Agenda and Minutes for all meetings. The Agenda, previous Minutes and any reports shall be issued not less than 7 days before the meeting. If a report has to be issued less than 7 days before the meeting, the Chair shall decide if the report is to be considered at that meeting.
- b. The Committee may appoint a Minutes Secretary to assist the Secretary, but the Secretary shall retain responsibility for the content of Minutes and their dissemination.
- c. At meetings every motion or amendment shall be proposed and seconded. Where an amendment to a motion is proposed, this shall be decided before the motion is put.
- d. Subject to an over-riding decision of the Chair, the order of business at meetings shall be:-

Committee Meetings

Recording those present and apologies received.

Minutes of the last meeting to be submitted for approval. **

Matters arising not covered elsewhere.

Office Bearers reports, including financial statement from the Treasurer.

Sub-Committee Reports.

Any item of business which the Chair has directed should be considered.

AOCB. The Chair to determine the order, relevance and competence.

Chair to declare date of next meeting and close the meeting.

(* As soon as practicable at a Committee meeting following an AGM the Secretary shall produce draft AGM minutes, "for noting only", in order that any actions arising from the AGM can be taken before the next AGM.)

AGM

Recording those present and apologies received.

Minutes of the last AGM to be submitted for adoption.

Matters arising not covered elsewhere.

Chair's Annual Report and any questions.

Secretary's Annual Report and any questions.

Treasurer to submit the independently examined Annual Accounts for adoption, after questions.

Any other Office Bearer Reports, e.g. Edinburgh Partnership Representative and questions.

Consideration of any Motions to be put to the meeting.

Demit of current Office Bearers and election of Office Bearers.

Appointment of Independent Examiner of the Accounts.

AOCB

Chair to declare date of next AGM and close the meeting.

EGM

Recording those present and apologies received.

Chair to state and conduct the business of the meeting as set out in the notice of the EGM.

Chair to close the meeting.

6 VOTING AT MEETINGS

- a. The procedure for voting at all meetings shall be as follows, also having regard to the Constitution.
- b. At Committee meetings and any EGM voting will be on a show of hands on a simple majority. If circumstances arise where it is advisable to hold a secret vote, the Secretary shall arrange for voting papers and the counting thereof, the Chair to declare the result.

c. If the Committee decides to permit distance voting for Office Bearers at an AGM, the Secretary shall make the necessary arrangements and notify the procedure to be followed in a timely manner to member CCs. Decisions at an AGM shall be on a simple majority basis except where the Constitution states otherwise.

d. The election of Office Bearers at an AGM shall be conducted by an independent returning officer, who may be a CEC Elected Member, a CEC Officer or an EACC Nominated Member not standing for any post. The Secretary shall arrange for voting papers and the returning officer shall count the votes and announce the election results.

e. In the event of a tied vote at any meeting, the Chair's casting vote provided for in Clause 7b of the Constitution shall be additional to any vote as a Nominated Member.

7 ACTIVITIES & EVENTS

a. In furtherance of the Aims and Objectives of EACC as set out in the Constitution, the Committee shall arrange debates, consultations or Q&A sessions on appropriate topics as the Committee may decide. The arrangements shall be made in conjunction with the CEC Community Councils Liaison Officer and other CEC Officers or representatives of other bodies as may be appropriate for the topic under consideration. The Committee may delegate the arrangements to Office Bearers or other Nominated Representatives.

b. These activities and events shall be open to all and not limited to EACC Members unless the topic by its nature confines discussion to EACC Members.

c. In arranging activities and events the Committee shall take into account any obligations incumbent on EACC as a condition of any grant received or assistance in kind.

d. The Committee shall liaise with the appropriate CEC Officers on any CEC training programmes for community councillors.

8 PROPERTY & ASSETS

a. Any property and assets, including intellectual property, acquired or paid for by the EACC shall be held in common by the Committee.

b. Arrangements for the management of any such property and assets shall be decided by the Committee.

9 CONDUCT

If in the opinion of the Committee a Nominated Member or substitute, in dealing with or acting on behalf of the EACC, is in conflict with Clause 6b of the Constitution in not observing the Code of Conduct for Community Councillors, the EACC Secretary shall report the circumstances to that Member's Community Council with a request that the Community Council report back to the EACC what action is being taken.

10 ADOPTION & SUSPENSION OF STANDING ORDERS

a. In specific stated circumstances the Chair may propose at a meeting the suspension of Standing Orders and the period for which they are to be suspended. To have effect any such motion must be seconded and approved by two thirds of those present and eligible to vote.

b. These Standing Orders were adopted at the 28th April 2016 Committee meeting of the EACC.

Updated 20 Nov 2020