

**STATUTORY TRANSITION COMMITTEE  
MODEL STANDING ORDERS**

For regulating the transaction of the business of Statutory Transition Committees

**THE STATUTORY TRANSITION COMMITTEE**

**MEETINGS**

- 1 The Statutory Transition Committee as established by the Local Government (Miscellaneous Provisions) Act [date] shall, subject to any deviation which special circumstances may render desirable, hold regular meetings on dates, venues and at times to be determined by the Statutory Transition Committee. Any such meeting shall not, however, take place on a Bank Holiday, Saturday or Sunday.

**DULY APPOINTED OFFICER**

- 2 The Statutory Transition Committee when established shall appoint an officer for the purposes of ensuring the appropriate regulation of the Committee's business.

**APPOINTMENT OF CHAIRS**

- 3 [Direct reference to Statutory Transition Committee Regulations]

**MEMBERSHIP OF SUB-COMMITTEES**

- 4 [Direct reference to Statutory Transition Committee Regulations.]

## **CHAIR TO BE TAKEN**

- 5 At each meeting of the Statutory Transition Committee, the Chair shall be taken at the time for which the meeting is convened, and business immediately proceeded with. Where the Chair is absent the Vice Chair (if appointed) will commence proceedings. In the absence of both a Chair shall be appointed pro tem.

## **ALLOCATION OF SEATS**

- 6 Seating of Members at the chosen venue shall be through mutual arrangement between the various political groupings and any independent Members. Any points of dispute shall be decided by the Statutory Transition Committee.

## **QUORUM**

- 7 The quorum, as established by precedent in Paragraph 4 of the Second Schedule of the Local Government Act (Northern Ireland) 1972 is one-quarter of the membership of the Statutory Transition Committee.

The quorum of any sub-committee established by the Statutory Transition Committee shall be set by the Statutory Transition Committee at the time of its establishment.

## **COUNT OUT**

- 8 Upon the attention of the Chair being called by a Member or duly appointed officer to the fact that there is not a quorum present, the Chair shall declare the meeting of the Statutory Transition Committee at an end, and the names of those who are present and those who are absent shall be recorded on the minutes of the Committee.

## **MINUTES**

- 9 The Duly Appointed Officer shall be responsible for arranging that minutes of each meeting of the Committee, or where appropriate sub-committee, are taken and produced.

The Statutory Transition Committee shall agree the nature and style of the minutes to be recorded. In the absence of agreement on the nature of the minutes the minutes shall as a minimum record the significant aspects of the discussion on the relevant agenda item, and any decision(s) taken by the Committee or sub-committee together with the names of proposers and seconders.

## **DEPUTATIONS TO THE STATUTORY TRANSITION COMMITTEE**

- 10 Deputations shall only be admitted to the Statutory Transition Committee provided the Committee shall have previously considered and approved such a request, except that, in exceptional circumstances where the matter to be discussed is of such importance and where there is not sufficient time to allow a request to be submitted to a meeting of the Committee, the Chairman shall have authority to agree to receive the deputation. The purpose of such deputation shall be confined to the presentation of a statement or copy of resolutions and the making of not more than two short addresses by members of the deputation. The duration of any deputation's submission shall be limited to ten minutes.

## **ADMISSION OF THE PUBLIC**

- 11 Subject to Regulation [ ] of [ ] every meeting of a statutory transition committee shall be open to members of the public.
- 12 The public may attend only in the area designated as the public gallery area of the chosen venue. A separate area will be established for use by the press. Attendance by members of the public and press is subject to the following -

- (a) The admission of persons to the public gallery area shall be upon the understanding that they must continue at all times to remain seated, and that no expression of opinion or noise of any kind shall be allowed from them;
- (b) That the Chair may at any time during the proceedings, if considered necessary to secure order, direct the removal of any individual from the gallery, or order the gallery to be wholly cleared.
- (c) The Statutory Transition Committee may resolve itself 'into Committee' and exclude the public from a meeting or part of a meeting whenever publicity would be prejudicial to the public interest:-
  - (i) by reason of the confidential nature of the business to be transacted at the meeting; or
  - (ii) for such special reasons as may be specified in the resolution being reasons arising from the nature of the business to be transacted or of the proceedings at the meeting.
- (d) Without prejudice to the generality of paragraph [ ], the Statutory Transition Committee may treat the need to receive or consider recommendations or advice from sources other than Councillors, or Committees of the constituent Councils, or joint Committees as a special reason for the purposes of paragraph [ ] without regard to the subject or purport of the recommendations or advice.

## **STATUTORY TRANSITION COMMITTEE - IN COMMITTEE**

- 13 Once 'in Committee', the Statutory Transition Committee shall not consider any matter not referred to it by the resolution resolving the Statutory Transition Committee into Committee, but if it should be deemed necessary to consider any matter not included in the terms of reference, the Statutory Transition Committee shall be resumed, and the Chair may ask leave of the Statutory Transition Committee to take up the consideration in Committee of such additional matters as may be deemed desirable.

- 14 The Statutory Transition Committee, while 'in Committee', shall not have power to adjourn its own sittings, or to adjourn a debate to a future sitting. To adjourn a sitting or debate it shall be necessary to come out of 'Committee'. However, if the business referred to it in 'Committee' is not transacted, the Statutory Transition Committee may at a future time resume to complete that business, after being put 'into Committee' once more.

### **MINUTES OF PREVIOUS STATUTORY TRANSITION COMMITTEE MEETING TO BE CONFIRMED**

- 15 The minutes of the Statutory Transition Committee to be confirmed shall be taken as read, provided that a copy of the minutes shall have been sent to each Member of the Statutory Transition Committee at least forty-eight hours previously. No proposal or discussion shall be allowed upon the minutes except as to their accuracy, and any objection upon that ground must be made by proposal.

Any issues arising from the minutes, other than a matter of accuracy, which require urgent debate shall be taken under Matters Arising.

### **NOTICES OF MOTION / FORMAL PROPOSAL**

- 16 (a) All Notices of Motion or Formal Proposal shall be given in writing to the Duly Appointed Officer not later than seven clear days, before the Statutory Transition Committee meeting. Such proposals shall distinctly state the nature or substance of the matter intended to be submitted to the Committee.
- (b) Every Notice of Motion / Formal Proposal shall be relevant to some matter in relation to which the Statutory Transition Committee has powers or duties.

Notices of Motion / Formal Proposal shall be entered in their proper place upon the Summons Paper by the Duly Appointed Officer in the order in which

they were received. A maximum of two (2) notices shall be added to the Summons Paper at any one time.

- (c) The Chair may exclude from the Statutory Transition Committee Summons any Notice of Motion / Formal Proposal which relates to a matter outside the remit of the Statutory Transition Committee. The Chair may also authorise such clerical corrections that are required to bring a Notice of Motion / Formal Proposal into due form.
- (d) A Member shall not have more than two proposals on the Summons Paper at the same time.
- (e) If the subject matter of any proposal of which notice has been given comes within the province of any Sub-Committee, it shall, upon being moved and seconded, stand referred without discussion to that Sub-Committee, or to such other Committee as the Statutory Transition Committee may determine otherwise, for consideration and report.

## **MINUTES TO BE SUBMITTED**

- 17 In order to give sufficient time for the printing of the minutes and for their perusal by the Members of the Statutory Transition Committee, minutes of meetings of any Sub-Committee(s), held later than seven clear days before the meeting of the Statutory Transition Committee, shall not be submitted to that meeting for approval, except in case of extreme urgency to be decided by the Committee and recorded in its minutes.

## **RIGHT OF SPEAKING BY MOVERS AND SECONDEES OF PROPOSALS AND AMENDMENTS**

- 18 The mover and seconder of and any Member who has spoken to an original proposal shall have the right to speak on any amendment to the proposal; and the mover of every original proposal, but not of any amendment, shall have the right to reply, in which reply he/she shall not introduce any new matter, but shall confine

## **DURATION OF SPEECHES**

- 19 In submitting a proposal, the mover shall not speak for more than ten minutes, except with the permission of the Statutory Transition Committee, and in replying for not more than five minutes. Other speakers shall each be allowed five minutes.

## **POINTS OF ORDER**

- 20 A Member, whether or not he/she has previously spoken to the proposal or amendment under debate, may call the attention of the Chair to a point of order which shall be immediately ruled upon. Such points of order must be strictly confined to questions relating to the rules of debate.

## **AMENDMENTS**

- 21 When a proposal is under debate at any meeting of the Statutory Transition Committee an amendment or further proposal shall not be received, except the following:-
- (a) To amend the proposal; or
  - (b) That the Statutory Transition Committee do now adjourn; or
  - (c) That the debate be adjourned; or
  - (d) That the question be now put; or
  - (e) That the Statutory Transition Committee do proceed to the next business.

**(a) To amend the Proposal**

An amendment must be legitimate and germane and within the scope of the notice convening the meeting. It must not be a mere negative; must be relevant to the proposal which it seeks to amend, and not inconsistent with anything already agreed upon at the same meeting. An amendment must relate solely to the proposal which it purports to amend, and not be in effect a new proposition on a different matter, and must not lay a greater burden on the meeting than the original proposal.

When an amendment upon an original proposal has been moved, the question to be put shall be "That the amendment be made". Where any amendment is agreed the question to be put shall be "That the proposal, as amended, be agreed". Where any amendment is rejected the question of the substantive proposal shall be put.

**(b) That the Statutory Transition Committee Do Now Adjourn**

Any Member of the Statutory Transition Committee who has not already spoken to any proposal or amendment then under debate may move "that the Statutory Transition Committee do now adjourn". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal, which shall be put to the vote without debate.

In the event of the proposal for the adjournment being carried, the Chair shall (unless stated in the proposal) fix the date for the adjourned meeting for the continuation of the debate on the proposal or amendment under discussion at the time of the adjournment, and for the transaction of the remaining business (if any) on the Agenda for the meeting so adjourned.

A second proposal "that the Statutory Transition Committee do now adjourn" shall not be made within half-an-hour, unless in the opinion of the Chair the circumstances are materially altered.

**(c) That the Debate be Adjourned**

Any Member of the Statutory Transition Committee who has not already spoken to any proposal or amendment then under debate may move “that the debate be adjourned”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.

Before putting to the meeting a proposal “that the debate be adjourned”, the Chair shall call on the mover of the proposal or amendment under discussion to reply on the question of adjournment and, after such reply, which will not prejudice the right of the mover of a proposal to reply on the original question, shall put the proposal for adjournment of the debate to the vote without further debate.

If the proposal be carried, the Statutory Transition Committee shall proceed to the next business on the agenda, and the discussion of the adjourned debate shall be resumed at the next meeting of the Statutory Transition Committee unless a special meeting of the Committee shall be called for the purpose.

On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to speak first. A second proposal “that the debate be adjourned” shall not be made within half-an-hour. A Member shall not move or second more than one proposal for the adjournment of the same debate.

**(d) That the Question Be Now Put**

Any Member who has not already spoken to any proposal or amendment then under debate may move “that the question be now put”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.

If the Chair is of the opinion that the subject before the Statutory Transition Committee has been sufficiently discussed, he shall put the proposal “that the

question be now put” to the vote without debate and if same is carried the proposal or amendment under discussion shall be put to the Statutory Transition Committee.

A second proposal “that the question be now put” shall not be made on the discussion of the same question within half-an-hour.

A Member shall not move or second more than one proposal “that the question be now put” on the discussion of the same question.

**(e) That the Statutory Transition Committee Do Now Proceed to the Next Business**

Any Member of the Statutory Transition Committee who has not already spoken to any proposal or amendment then under debate may move, “that the Statutory Transition Committee do proceed to the next business”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal which shall be put to the vote without debate.

When a proposal is carried “that the Statutory Transition Committee do proceed to the next business”, the question under discussion shall be considered as dropped.

A second proposal “that the Statutory Transition Committee do proceed to the next business” shall not be made on the same question within half-an-hour.

A Member shall not move or second more than one proposal “that the Statutory Transition Committee do proceed to the next business” on the discussion of the same question.

## **PROPOSALS AND AMENDMENTS TO BE REDUCED TO WRITING AND SECONDED**

- 22 All original proposals and all amendments to a proposal shall, where appropriate, be reduced to writing by the mover and signed by him/her, read to the meeting, and handed to the Chair, and approved by him/her as 'in order' before being spoken to by such proposer, and a proposal or amendment shall not be discussed by anyone other than the mover, put to the Statutory Transition Committee or entered upon the minutes until the same shall have been seconded.

## **RESERVING SPEECH**

- 23 A Member of the Statutory Transition Committee may formally second an original proposal or an amendment to a proposal, reserving his/her speech for a later period of the debate.

## **MEMBERS TO CONFINE REMARKS TO QUESTION**

- 24 A Member who speaks shall direct his/her speech strictly to the proposal or amendment under discussion or to a point of order.

## **MEMBERS TO SPEAK ONCE ONLY**

- 25 Subject as hereinbefore mentioned a Member shall not address the Statutory Transition Committee more than once on the same proposal or amendment.

## **ADJOURNMENT OF MEETING AFTER .....CONTINUOUS SITTING**

- 26 Any meeting of the Statutory Transition Committee which has lasted continuously for .....hours shall stand adjourned unless the Committee shall by resolution determine to continue sitting.

In the event of such adjournment the Chair shall fix the date for the adjourned meeting for the continuation of the debate, on the proposal or amendment under discussion at the time of the adjournment and for the transaction of the remaining business (if any) on the agenda for the meeting so adjourned.

## **VOTING AND DIVISIONS**

27 Voting at meetings of the Statutory Transition Committee shall be conducted by show of hands of those members present and voting, except as otherwise resolved by it. Statutory Transition Committees may make provision for recorded votes. All voting shall be made by a show of hands of the members voting. Members may request a recorded vote and deal with it accordingly.

On the request of any councillor for a recorded vote the record shall show whether each councillor present and voting gave his vote for or against that question or abstained.

During the taking of the votes Members shall remain seated.

In accordance with Regulation [ ], in the event of an equality of votes on a question the Chair shall not have a 'casting' vote and the matter under consideration shall fall.

A matter which falls as a result of an equality of votes for and against may, subject to paragraph 32, be included for discussion at a future meeting of the Statutory Transition Committee.

## **OPERATION OF 'CALL-IN'**

28 [Direct reference to Statutory Transition Committee Regulations]

## **OPERATION OF QUALIFIED MAJORITY VOTING**

29 [Direct reference to Statutory Transition Committee Regulations]

## **DECISIONS NOT SUBJECT TO 'CALL-IN' OR QUALIFIED MAJORITY VOTING**

30 [Direct reference to Statutory Transition Committee Regulations]

## **RESCINDING OF RESOLUTIONS WITHIN SIX MONTHS**

31 A proposal to alter or rescind a resolution of the Statutory Transition Committee shall not be competent within six months from the date of such resolutions unless:-

(a) the proposal shall be brought forward as a recommendation of the Committee:  
or

(b) the notice shall bear, in addition to the name of the Member who proposes the proposal, the signatures of at least one-fourth of the Members of the Statutory Transition Committee.

## **QUESTIONS DECIDED TWICE IN SAME FINANCIAL YEAR**

32 A question which within any financial year has twice been decided by the Statutory Transition Committee in the same way shall not in the same financial year again be submitted for the Committee's consideration, and this provision shall not be evaded by the substitution of any proposal differently worded, but in principle being the same.

## **MODE OF ADDRESS**

- 33 Members of the Statutory Transition Committee shall be seated and shall address and speak of one another in the Council by their respective title of “Chair / Vice-Chair”, “Alderman” or “Councillor”. When a Member has any proposal or observation to make, he/she shall address the Chair, and he/she shall not be interrupted except as provided for in these Standing Orders.

The Chair shall determine the order of speaking by the Members. When the Chair rises, a Member shall not continue speaking, nor shall any other Member speak until the Chair be resumed.

## **OFFENSIVE EXPRESSION**

- 34 A Member shall not impute motives or use offensive expression in reference to any Member of the Statutory Transition Committee.

## **DISORDERLY CONDUCT**

- 35 (a) If at a meeting any Member of the Statutory Transition Committee, in the opinion of the Chair notified to the Committee, misconducts himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Committee, the Chair or any other Member may move “That the Member named be not further heard”, and the proposal if seconded shall be put and determined without discussion.
- (b) If the Member named continues his/her misconduct after a proposal under the foregoing paragraph has been carried:-

- (i) the Chair or any other Member may move “That the Member named do leave the meeting” (in which case the proposal shall be put and determined without seconding or discussion);
  - (ii) the Chair may adjourn the meeting of the Transition Committee - for such period as he/she in his/her discretion shall consider expedient.
- (c) When the Chair is of the opinion that the due and orderly dispatch of business is impossible, he/she in addition to any other power vested in him/her may, without question put, adjourn the meeting of the Statutory Transition Committee for such period as he/she in his/her discretion shall consider expedient.

### **RULING OF THE CHAIR**

- 36 The ruling of the Chair upon all questions of order, and of matters arising in debate, shall be final, and shall not be open to discussion.

### **ATTENDANCES**

- 37 The Chief Executive or duly appointed officer shall enter in the minute book the names of all Members present at meetings of Statutory Transition Committee (and Sub-Committees) and shall keep a Register showing the number of meetings attended by the Members.

(Paragraph 5 of the Second Schedule of the Local Government Act (Northern Ireland) 1972.)

### **OTHER MEMBERS MAY ATTEND COMMITTEES**

- 38 Members of the Statutory Transition Committee desirous of attending Sub-Committees other than those of which they are Members, shall be at liberty to do so. They may be permitted by the Chair to speak on any question before the Committee, but not to vote or take any other part in the proceedings.

Members of the respective Councils from which the members of the Statutory Transition Committee are drawn, not being members of the Committee and being desirous of attending meetings of the Statutory Transition Committee, shall be at liberty to do so. They may be permitted by the Chair to speak on any question before the Committee, but not to vote or take any other part in the proceedings.