

QUEDGELEY ANNUAL PARISH MEETING

STANDING ORDERS

1. The Statutory Annual Meeting

- a) *The Annual Parish Meeting shall be held between the 1st March and 1st June in any year.*
- b) *The meeting shall be convened by the Chairman of the Parish Council or any two Parish Councillors for the Parish or any six local government electors for the Parish.*

2. Chairman of the Meeting

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

3. Quorum of the Meeting in Relation to a Demand for a Poll

A poll may be demanded before the conclusion of the meeting on any question arising at the meeting but may not be taken unless the person presiding consents or the poll is demanded by not less than 10 or one third of the local government electors present at the meeting, whichever is the less.

4. Voting

Those present who are local government electors of the Parish shall vote by show of hands. Where requested by not less than 5 of those present the Clerk shall record the names of those present who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

The person presiding at the meeting may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.

5. Order of Business

At each Annual Parish Meeting the first business shall be to elect a Chairman if neither the Chairman or Deputy Chairman of the Parish Council is present.

After the first business has been completed, the order of business shall be as follows:-

- a) To read and consider the Minutes of the previous meeting; provided that if a copy has been made available not later than the day when the date of the meeting was publicised and copies are made available at the meeting, the Minutes may be taken as read.
- b) After consideration and any objections to their accuracy being noted then the minutes shall be signed by the person presiding
- c) Opening Address by the Chairman
- d) Quedgeley Parish Council Report
- e) Presentation by Local District &/or County Councillors
- f) Presentation by Gloucestershire Constabulary
- g) Presentation by Schools Representatives

- h) Presentation by Local Charities
- i) Presentation by Local Organisations
- j) Questions from Local Government Electors of Quedgeley
- k) Questions to be decided by the meeting
- l) Demand for a Poll

6. Conduct of the Meeting

- a) No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- b) Every question shall be put and answered without discussion.
- c) A person to whom a question has been put may decline to answer.

7. Rules of Debate

- a) No discussion of the Minutes shall take place except upon their accuracy.
- b) Those present shall address the Chairman. If two or more persons wish to speak, the Chairman shall decide whom to call upon.
- c) Whenever the Chairman speaks during a debate all other persons shall be silent.
- d) No person present shall at the meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively or improperly.
- e) If, in the opinion of the Chairman, a person present has broken the provisions of paragraph (d) above, the Chairman shall express that opinion to the meeting and thereafter any person present may move that the person concerned be no longer heard or that the person concerned do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If either of the motions mentioned above is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

These Standing Orders were adopted by the Parish Council at its meeting on the 6th September 2004

(Signed)..... Date.....
Chairman Quedgeley Parish Council