

SOUTHERN HEALTH AND SOCIAL SERVICES COUNCIL

STANDING ORDERS

1 PLACE OF MEETING

Meetings of the Southern Health and Social Services Council (hereinafter referred to as the Council) shall be held at the office of the Council, or at such other place within the area administered by the Southern Health and Social Services Board as the Council may from time to time decide.

2 FREQUENCY AND TIME

Subject to the provisions of Order 5 (Special Meetings) and Order 6(ii) (Lack of a Quorum) meetings shall be held on such occasions and at such times as the Council deems necessary for the efficient and expeditious transaction of its business, provided that, in the period of twelve months beginning on the first day of April 1991 and in each succeeding period of twelve months beginning on the first day of April in any year, the Council shall meet at least once every three months.

3 NOTICE OF MEETING

- (i) A notice convening an ordinary meeting of the Council shall be sent to each Member by the Secretary at least seven clear days before the date on which the meeting is to be held. The notice shall be sent by post or delivered by hand to the usual place of residence or to such other place as may be requested.
- (ii) The notice of the meeting shall specify the date and the place of meeting and the time at which the meeting will commence.

4 AGENDA

- (i) There shall be issued to each Member at least five clear days prior to the meeting an agenda paper setting out the order and the nature of the business to be transacted at the meeting.
- (ii) Documents to be considered by the Council in association with items listed in the agenda shall normally be issued to each

Member at least three clear working days prior to the meeting but may in exceptional circumstances be distributed immediately before the meeting is opened.

5 SPECIAL MEETINGS

- (i) The Chairman may call a meeting of the Council for a special purpose at any time.
- (ii) The Chairman, or in his or her absence the Secretary, shall call a meeting of the Council for a special purpose after being so requested by 8 Members in a signed requisition.
- (iii) Where a special meeting is to be called under these provisions, there shall be sent to each Member by post a notice of the special meeting at least seven clear days before the date on which the special meeting is to be held. The notice shall specify the date, place and time of the meeting and shall specify the nature of the business to be transacted at the special meeting.
- (iv) Notwithstanding the provisions of paragraph (iii), the Chairman may determine the date, time and place of any special meeting and make such arrangements as he or she deems appropriate to inform *all concerned* of such date, time and place.

6 QUORUM

- (i) No business shall be transacted at a meeting of the Council unless at least 8 Members of the Council are present.
- (ii) If within thirty minutes after the time appointed for the commencement of a meeting a quorum is not present the Secretary shall proceed immediately to summon a meeting of the Council for a day not later than fourteen days from the date originally fixed subject to the provisions of Order 3, such day and time to be approved by the Chairman.

7 ANNUAL GENERAL MEETING

The Council shall hold its AGM in September each year.

8 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

(i) Term of Office

The Chairman and Vice Chairman of the Council shall be elected at the Annual General Meeting of the Council in September. The Chairman and Vice Chairman shall be elected to serve for two years or until ceasing to become a Member of the Council, whichever is sooner. The retiring Chairman and Vice Chairman shall be eligible for re-election with no restriction on the number of terms served.

(ii) Elections

The Chief Officer shall give formal notice of the election of the Chairman and Vice Chairman at least 21 days before the meeting at which the election is to take place and invite nominations in writing from Members who will be serving on the Council at that time. Members nominated for election shall be those who have been nominated by at least two Members and who have given to the Administrative Secretary written confirmation of their willingness to serve if elected.

(iii) The closing date for receipt of nominations shall be 10 days before the meeting at which the election will take place and thereafter the Administrative Secretary shall notify all Members of the Council of the names of those nominated and by whom.

(iv) Voting for the position of Chairman and Vice Chairman shall be the first item of business after consideration of the Council's draft Annual Report at the AGM, and shall be conducted by the outgoing Chairman if not standing, or the Vice Chairman if standing.

(v) Voting shall be by secret ballot and the 'first past the post' system. In the event of there being more than two candidates for either position and where none receives a majority of the votes cast, there shall be a further ballot or ballots after the elimination of the candidate with the least number of votes.

(vi) **Resignation**

In the event of the resignation of the Chairman, or Vice Chairman before the end of his or her term of office, an election shall be held as soon as practical in accordance with the procedure set out in 2 above.

9 OFFICERS

CHAIRMAN and VICE CHAIRMAN

The Chairman of the Council, or in his or her absence a Vice Chairman shall preside at each meeting of the Council. If neither the Chairman nor a Vice Chairman be present the Members present shall choose a Member to act as Chairman for that meeting. Any reference to the Chairman hereinafter shall mean the person presiding at a meeting of the Council unless otherwise stated.

SECRETARY

Such officer as is nominated by the Chief Officer shall act as Secretary to the Council.

10 COMMITTEES AND SUB-COMMITTEES

- (i) The Council shall have the power to appoint Committees and Sub-Committees and shall determine Standing Orders and terms of reference for any such Committees and Sub-Committees. The Council may approve the co-option to Membership of such committees and Sub-Committees of individuals who are not Members. Not less than one third of the members of a committee must be Council members.
- (ii) The Chairman of a Committee shall be a Member of the Council and shall be appointed by the Council's Chairman.
- (iii) The Chairman shall be ex-officio on all Committees.

11 REPRESENTATIVES AND MEMBERS OF THE PUBLIC

- (i) Every meeting of the Council shall be open to Members of the public, provided that, if every seat provided in the Chamber for

Members of the public be occupied, no further Member of the public shall be admitted to the Chamber.

- (ii) The Council shall make available, to Members of the public and media representatives attending the meeting, copies of the agenda and papers being discussed at the meeting.
- (iii) The Council shall, so far as is practicable, cause to be made available to duly accredited representatives of the media reasonable facilities for taking reports of the proceedings and for telephoning such reports at their own expense.
- (iv) There shall on request be supplied for the benefit of the media:
 - (a) A copy of the agenda as circulated to Members
 - (b) A copy of any other papers supplied to Members.
- (v) If a Member of the public interrupts the proceedings at any meeting and refuses to desist, the Chairman may order his removal from the Chamber. In case of general disturbance in a part of the Chamber open to the public the Chairman may order that part to be cleared.

12 DEPUTATIONS

Deputations from any association or any public body may, with the permission of the Chairman, be allowed to address the Council subject to the following conditions:

- (i) The subject is on the agenda.
- (ii) The Secretary has received 10 working days notice of the intended deputation and its purpose.

Any deputation will be confined to a presentation, by not more than two Members, not to exceed 10 minutes duration. The Chairman may at his/her discretion refuse to admit any deputation or may restrict the duration of its presentation or vary the number of Members permitted to address the meeting.

13 MEETINGS WITH THE SOUTHERN HEALTH AND SOCIAL SERVICES BOARD

- (i) The Council shall formally meet the full Southern Health and Social Services Board once a year. Procedures for such meetings shall be in accordance with the Council's Standing Orders except that the Chairman of the joint meeting, shall be the Chairman of the Board and the Vice Chairman shall be the Chairman of the Council. The agenda shall be jointly prepared by the secretaries of the Board and Council with the administrative arrangements eg notice, papers, minutes being the responsibility of the Board.
- (ii) Informal meetings of Members and / or officers shall not be conducted according to Standing Orders of either the Board or Council unless one party request and both agree to such an arrangement. Such meetings will be chaired by a representative of the requesting body.

14 ORDER OF BUSINESS

The order of business at each ordinary meeting shall, unless the Chairman otherwise decides, be as specified in the agenda.

15 COMMITTEE REPORTS

- (i) The Chairman or vice-Chairman of a Committee, or in the absence of both another Member of the Committee, shall, at the beginning of the business relating to that Committee, present any Minutes or Report of the Committee referred to or indicated in the agenda.
- (ii) A motion upon the agenda relating to any matter dealt with by any Minutes or Report coming before the Council from a Committee may be discussed with the portion of the Minutes or Report referring to that matter. When such motions have been disposed of, the Chairman may permit questions as to any matter referred to in any Minutes or Report.

16 NOTICES OF MOTION

- (i) Except as provided for in Order 14 no motion shall be made at any meeting of the Council unless a written notice of such motion, signed by the Member giving the notice, shall have been received

by the Secretary at least ten clear days before the meeting. The Secretary shall endorse the date of receipt on the notice.

- (ii) If a motion, notice of which is specified in the agenda for the meeting, be not moved either by the Member who has given the notice or by some other Member on his or her behalf, it may not be moved without fresh notice, in accordance with the preceding paragraph.
- (iii) A resolution of Council which is found subsequently to be based on inaccurate or incomplete information may be altered or rescinded at a subsequent meeting of the Council, subject to the agreement of at least two thirds of the Members present and voting. With this qualification, no motion to rescind a resolution which has been passed within the preceding six months nor any motion to the same effect as any motion which has been negatived within the preceding six months shall be in order at a meeting unless permitted by special leave of the Chairman.

17 MOTION WITHOUT NOTICE

A motion may be made without notice on any of the following matters:

- (i) The choice of a Chairman for a meeting in accordance with Order 7.
- (ii) Any ordinary business specially brought forward by the Chairman.
- (iii) The adjournment of the meeting or of the debate
- (iv) The appointment of any Committee or Sub-committee or any Member or Members thereof, as provided for in Order 8
- (v) Any matter arising out of a debate on an item of the agenda, as provided for in Orders 15 and 16.
- (vi) Such other items as the Chairman deems to be appropriate.

18 CONDUCT OF DEBATE

- (i) A Member of the Council may remain seated when speaking and shall address the Chairman.
- (ii) A Member shall not speak on any subject for more than 5 minutes without the express permission of the Chairman.
- (iii) A Member shall not make a second speech on the same question unless by way of explanation. The mover of an original motion may however reply to statements made in the course of the debate on that motion and in his or her reply shall directly confine himself or herself to answering previous speakers, provided always that a Member may speak to a point of order or in explanation of some material part of a speech made by him or her which he or she believes to have been misunderstood.
- (iv) The Chairman shall have power to order a Member to terminate his or her speech in the event of that speech being, in the Chairman's opinion, irrelevant or in the event of his or her being, in the Chairman's opinion, out of order.
- (v) When the Chairman intervenes during a debate the Member then speaking shall give way. Any ruling from the Chair on a point of order shall be final and shall not be subject to question.
- (vi) In the event of disorder at any meeting, the Chairman shall have power to order the withdrawal from the meeting of any Member present who, in his or her opinion, is responsible for the disorder and, without prejudice to that power, the Chairman may, if he or she thinks fit, suspend or adjourn the proceedings of the meeting.
- (vii) No Member (unless rising on a point of order) may interrupt the speech of another Member. No Member may impute motives to or use offensive expressions concerning any Member.

19 ORDER IN DEBATE

- (i) Every motion or amendment shall be moved and seconded and if the Chairman so directs shall be written down and handed to the Secretary and shall then be read before it is discussed further or put to the meeting.
- (ii) A motion or amendment once made and seconded shall not be withdrawn without the consent of the meeting.
- (iii) No motion shall be admissible unless it be relevant to the business of the Council and no amendment shall be permitted unless it be relevant to the motion which it is proposed to amend.
- (iv) When an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of, but notice of any number of amendments may be given.
- (v) An amendment shall be for one of the following purposes only:
 - a) to leave out words;
 - b) to leave out words and insert or add others; or
 - c) to insert or add words.
- (vi) If an amendment be rejected, other amendments may be moved on the original motion.
- (vii) If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the question to be put to the meeting or upon which any further amendment may be moved.
- (viii) With the permission of the Chairman, it may be moved at any time on any question under debate that the question be now put and if the motion shall be seconded, it shall be formally seconded without a speech; the motion shall forthwith be decided without debate. If the decision is in the affirmative, the question under debate shall be put at once and decided without further debate.
- (ix) A Member may move that the Council now proceed to the next business and, if the motion be seconded, it shall be formally

seconded without a speech. The Chairman shall then call on the mover of the resolution under discussion to speak to the motion last moved and the latter motion shall then forthwith be put to the vote.

20 ADJOURNMENT

- (i) A Member may move that the Council do now adjourn or that a debate on a question be adjourned and if the motion be seconded it shall be formally seconded without a speech and put by the Chairman without debate.
- (ii) A second motion that the Council do now adjourn or that a debate on a question be adjourned shall not be made within one hour after the previous such motion unless it be moved by the Chairman.
- (iii) When an adjourned debate is resumed the Member who moved the adjournment shall be entitled to speak first.

21 VOTING

- (i) Except as provided in Orders 13 and 23, every question at a meeting shall be determined by a majority of the votes of the Members present who vote on the question.
- (ii) All questions put to the vote shall at the discretion of the Chairman be determined by oral expression or by a show of hands, provided that the Chairman may direct or it may be proposed, seconded and carried that a vote be taken by paper ballot.
- (iii) If at least half of the Members present so request, the voting on any question shall be recorded so as to show how each Member present and voting gave his or her vote.
- (iv) If a Member so requests his or her vote shall be recorded by name.
- (v) In no circumstances may an absent Member vote by proxy.
- (vi) In the case of an equality of votes on any question the Chairman shall have and may exercise the right to give a second or casting vote.

22 MINUTES

- (i) The Minutes of the proceedings of the Council shall be prepared by the Secretary and copies thereof shall be sent to each Member of the Council at least three clear days before the meeting next following that to which the Minutes relate; provided that where two meetings are held within twenty-one days the Minutes of the earlier meeting may be held over for confirmation at the second meeting following that to which the minutes relate.
- (ii) A copy of the Minutes of the Council shall be available for public inspection and a person inspecting the Minutes shall be provided on request with a single copy of all or any part of them free of charge.

23 MINUTES AND REPORTS OF COMMITTEES

At least three clear days before the Minutes of meetings or the Report of a Committee are presented to a meeting of the Council a copy thereof shall be sent to each Member. No confidential paper shall be made available to any unauthorised person by any Council Member.

24 SUSPENSION OF STANDING ORDERS

Upon a motion made on a notice, duly given in accordance with these Orders, or upon a motion made with the permission of the Chairman, any one or more of these Standing Orders may be suspended at any meeting so far as regards any business at such meeting, provided that at least two-thirds of the Members present and voting shall so decide.

25 VARIATION AND REVOCATION OF STANDING ORDERS

The Council at any meeting and on a notice of motion submitted according to these Orders may vary or revoke any or all of the Standing Orders provided that the approval of the Department of Health, Social Services & Public Safety be obtained before the variation or revocation is put into effect.

26 INTERPRETATION OF STANDING ORDERS

The Chairman's interpretation of the Standing Orders shall be final and no debate may arise therefrom.

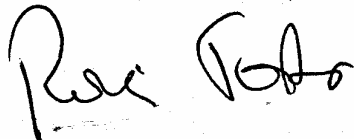
27 APPLICATION

These Orders upon being approved by the Department of Health, Social Services & Public Safety shall be the Standing Orders of the Southern Health and Social Services Council.

28 COMMENCEMENT

These Standing Orders shall come into operation on the

Signed by the Chairman of the Southern Health and Social Services Council:



Roisin Foster Chairman

In the presence of:



Delia van der Lenden Chief Officer

Revised: November 2003