

NHSSC

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APPLICATION _____ 1

These Orders, when approved, will be the Standing Orders of the Northern Health and Social Services Council, hereinafter referred to as the Council, and will also apply to its Committees.

MEETINGS

FREQUENCY TIME AND PLACE _____ 2

Excluding the provisions of Order 5 (Special Meetings) and Order 6 (ii) (Non-attendance of a Quorum) Meetings will be held on such occasions and at such times and places as the Council deems necessary for the efficient and expeditious transaction of its business and shall take place at least once in every three months.

NOTICE OF MEETING _____ 3

(i) A notice convening an ordinary Meeting of the Council will be sent to each member of the Council by the Secretary at least seven clear days before the date of the Meeting. The notice will be delivered or sent by post.

(ii) The notice of the Meeting signed by the Secretary or by an officer of the Council authorised by the Secretary to sign on his/her behalf will specify the date and place of Meeting, time of commencement and business to be transacted at the Meeting.

(iii) A notice of the time and place of the Meeting will be published at the Offices of the Council at least seven clear days before the date of the Meeting. This notice will state the business to be transacted at the Meeting.

(iv) Lack of service of the notice on any member shall not affect the validity of the Meeting.

AGENDA _____ 4

There will be issued to each member of the Council, at least seven clear days prior to the Meeting, an Agenda Paper setting out the order and nature of the business to be transacted at the Meeting.

SPECIAL MEETINGS _____ 5

(i) The Chairman may call a Meeting of the Council for a special purpose at any time.

(ii) The Chairman, or in his absence, the Secretary will call a Meeting of the Council for a special purpose after being so requested by one third of the members of the Council in a signed requisition.

(iii) If the Chairman refuses to call a Meeting as requested by one third of the members of the Council or does not do so within ten days of receiving the request those one third members may forthwith call a Meeting of the Council.

(iv) Where a special Meeting is to be called under these provisions, a notice signed by the Secretary will be sent to each member of the Council, at least

seven clear days before the date on which the special Meeting is to be held. The notice will specify the date, place and time of the Meeting and the nature of the business to be transacted at the special Meeting. No other business shall be transacted at the special Meeting.

QUORUM _____ 6

(i) No business will be transacted at a Meeting unless at least one third of the 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 will 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 provision of Order 3.

(iii) The names of members present at a Meeting shall be recorded.

OFFICERS

CHAIRMAN _____ 7

(i) The Council shall elect one of its members as Chairman for two years or for a period not exceeding the remainder of his/her term of membership of the Council whichever is shorter.

(ii) Nominations will be submitted in writing to the Secretary to be received fourteen clear days before the agreed date of election. Nominations must be signed by the proposer and seconder as well as the nominee.

(iii) The election of Chairman will be conducted by a member of Council not seeking nomination, and who has been selected by those members present to undertake this role. For the purposes of this election this person may exercise a casting vote.

(iv) The election will be decided by a show of hands. Where there are more than two nominations, after the first and each subsequent vote, the nominee receiving the fewest votes will drop out save in the case where one candidate has an overall majority of the votes cast by those present and voting, he/she will be deemed elected.

(v) The Chairman of the Council will preside at each Meeting of the Council. If the Chairman is not present, the Vice-Chairman will act at that Meeting. If neither the Chairman nor Vice-Chairman is 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.

VICE-CHAIRMAN _____ 8

The submission of nominations and election of the Vice-Chairman will be in the same manner as that for the Council Chairman save that the Council Chairman will preside and have a casting vote.

SECRETARY _____ 9

The Chief Officer of the Council or in his/her absence a person nominated by the Chief Officer will act as Secretary to the Council.

COMMITTEES _____ 10

(i) The Council will have the power to appoint Committees and will determine terms of reference for any such Committees.

(ii) The Council may approve the co-option to membership of such Committees of individuals who are not members of the Council provided that Council members make up not less than one third of the membership of any Committee. The term of office for co-opted Members shall be for a period of up to 2 years.

(iii) The quorum for a Committee shall be one third of its membership.

(iv) The Chairman of a Committee shall be a member of the Council and shall be appointed by the Council Chairman.

(v) The Council shall have the power to appoint a joint Committee with one or more other Health and Social Services Councils to exercise some but not all of the functions of these Councils, subject to restrictions and conditions as may be from time to time agreed by these Councils.

MEMBERS OF THE PUBLIC _____ 11

(i) Meetings of the Council will be open to members of the public, subject to the availability of seats in the Chamber. Members of the public attending a Meeting will at all times remain seated. The Council may, however, exclude the public from the whole or part of the proceedings at a Meeting whenever the nature of the business to be transacted is of a commercial nature or personal to clients/patients/staff.

(ii) If a member of the public interrupts the proceedings at any Meeting and refuses to desist, the Chairman may order his/her 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.

(iii) No placards, banners, cameras or tape recorders are permitted in the Chamber.

FACILITIES FOR THE PRESS _____ 12

(i) At all times during which a Meeting of the Council is open to the public the Council will, so far as is practicable, make available to duly accredited representatives of the press reasonable facilities for taking reports of the proceedings.

(ii) There shall on request be supplied for the benefit of any newspaper:

(a) a copy of the Agenda as circulated to members of the Council with the omission of any items during

discussion of which the Meeting is likely not to be open to the public; and

(b) either a copy of any other papers supplied to members of the Council in connection with items on the Agenda not excluded under the provisions of sub-paragraph (a) or such other statement or particulars, if any, as are required to indicate the nature of the items included.

DEPUTATIONS AND REPRESENTATIONS _____ 13

(i) Deputations or representations may, with permission of the Chairman, be allowed to address the Council provided that the subject is on the Agenda and the Secretary has received two clear days' notice of the intended deputation and its purpose.

(ii) Any deputation will be confined to a presentation, by not more than two members, not to exceed ten minutes duration in total. 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.

ORDER OF BUSINESS _____ 14

The order of business at each ordinary Meeting shall be as specified in the Agenda.

COMMITTEE REPORTS _____ 15

(i) The Chairman of a Committee will 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 will be discussed with the portion of the Minutes or Report referring to that matter.

NOTICES OF MOTION _____ 16

(i) Except as provided for in Order 17 no motion will 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 fourteen 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 convening the Meeting, is not moved either by the member who has given the notice or by some other member on his/her behalf, it may not be moved without fresh notice, in accordance with the preceding sub-paragraph.

(iii) A resolution of the 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. 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.

MOTION WITHOUT NOTICE _____ 17

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 giving of precedence to any particular business.
- (v) The appointment of any Committee or any member or members thereof as provided for in Order 10.
- (vi) The exclusion of members of the public as provided for in Order 11.
- (vii) Any matter arising out of a debate on an item of the Agenda, as provided for in Orders 18 and 19.
- (viii) The suspension of one or more of the Standing Orders, as provided for in Order 24.

CONDUCT OF DEBATE _____ 18

- (i) A member will not speak on any subject for more than ten minutes without the express permission of the Chairman.
- (ii) A member will 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/her reply will directly confine himself/herself to answering previous speakers, except in explanation of some material part of a speech made by him/her which he/she believes to have been misunderstood.
- (iii) The Chairman will have power to direct a member to cease speaking if he/she considers the speech to be irrelevant or him/her to be out of order.
- (iv) When the Chairman intervenes during a debate the member then speaking must give way. Any ruling from the Chair on a point of order will be final and not subject to question.
- (v) In the event of disorder at any Meeting, the Chairman will have power to order a withdrawal from the Meeting of any member or members present who, in his/her opinion, is/are responsible for the disorder or suspend or adjourn the proceedings of the Meeting.

(vi) No member (unless 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 of the Council.

(i) Every motion or amendment will be moved and seconded and if the Chairman so directs will be written down and handed to the Secretary and then be read before it is discussed further or put to the Meeting.

(ii) A motion or amendment once made and seconded cannot be withdrawn without the consent of the Chairman.

(iii) No motion will be admissible unless it is relevant to the business of the Council and no amendment will be permitted unless it is relevant to the motion which it is proposed to amend.

(iv) When an amendment upon an original motion had been moved and seconded, no second or subsequent amendment can be moved until the first amendment has been disposed of; but notice of any number of amendments may be given.

(v) An amendment must 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 is rejected, other amendments may be moved on the original motion. However, no amendment shall be accepted which is a direct negative of the original motion.

(vii) If an amendment is carried, the motion, as amended, will take the place of the original motion and will 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 that the question under debate be now put, and if seconded, will be decided without debate.

If the decision is in the affirmative, the main question will be put at once and decided without further debate.

(ix) A member may move that the Council proceed to the next business and, if the motion be seconded, the Chairman will then call on the mover of the resolution under discussion to speak to the motion just moved and, subject thereto, the motion will then be put to the vote.

(i) A member may move that the Council adjourn or that a debate on a question be adjourned and if the

motion be seconded it will be put by the Chairman without debate.

(ii) A second motion to adjourn will 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 will be entitled to speak first.

VOTING _____ 21

(i) Every question at a Meeting will be determined by a majority of the votes of the members present who vote on the question.

(ii) All questions put to the vote will, 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 may be recorded so as to show how each member present and voting gave his/her vote.

(iv) If a member so requests his/her vote will be recorded by name.

(v) In no circumstances may an absent member vote by proxy.

(vi) In the case of an equality of votes the Chairman will have a second or casting vote which he/she may exercise.

MINUTES _____ 22

(i) The minutes of the Council shall be entered up by the Secretary in a book kept for that purpose, approved with or without amendment by the ensuing Council Meeting and signed by the Chairman as a correct record. Copies of the minutes of

proceedings shall be sent to each member of the Council at least seven 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. Any part of the minutes relating to an item from which the public is excluded from the Meeting may be withheld from inspection.

MINUTES AND REPORTS
OF COMMITTEES _____ 23

(i) At least seven clear days before the minutes of Meetings or reports of a Committee of the Council are presented to a Meeting of the Council, a copy will be sent to each member of the Council. No confidential paper will be made available to any unauthorised person by any member or officer of the Council.

(ii) The Council shall be asked to formally adopt the minutes and reports of its Committees before they can officially reflect the Council's position.

<u>SUSPENSION OF STANDING ORDERS</u>	24	Upon a motion made on a notice, duly given in accordance with these Orders, or in any case of urgency 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 of the Council present so decide by vote.
<u>VARIATION OR REVOCATION OF STANDING ORDERS</u>	25	The Council at any Meeting and on a Notice of Motion submitted according to Standing Orders may vary or revoke any or all of the Standing Orders.
<u>INTERPRETATION OF STANDING ORDERS</u>	26	The Chairman's interpretation of the Standing Orders is final and no debate may arise therefrom.
<u>COMMENCEMENT</u>	27	These revised Standing Orders will come into operation on the 7 February 2002.

ACTING CHAIRMAN : _____

SECRETARY : _____