



**BEDFORDSHIRE POLICE AUTHORITY**

**STANDING ORDERS**

**STANDING ORDER 1**

Meetings of the Authority

- (1) The Authority shall hold an annual meeting between 1 March and 30 June each year. The first item of business on the agenda for the annual meeting shall be the appointment of Chairman for the ensuing year.
- (2) In addition to the annual meeting of the Authority and any meetings convened by the Chairman or by members of the Authority, meetings for the transaction of general business shall be held on such days as may be determined by the Authority at its annual meeting provided that any such date may be varied at a subsequent meeting. There shall be a minimum of four meetings a year.
- (3) In these Standing Orders “ordinary meeting” means a meeting described in paragraph (1) or (2) above other than a meeting convened by the Chairman or by members of the Authority. The term “year” means the period from 1 April in one calendar year to 31 March in the next following year.

**STANDING ORDER 2**

Chairman and Vice-Chairman of the Authority

- (1) The Chairman and Vice-Chairman of the Authority shall be appointed at the annual meeting for the ensuing year. When a casual vacancy occurs for either of these offices, an appointment to fill the vacancy shall be made at the next meeting (other than an extraordinary meeting), or if that meeting is held within fourteen days after the date on which the vacancy occurs and is not an annual meeting, not later than the next following meeting.
- (2) Before the Annual Meeting and where a casual vacancy arises for the Chairman or Vice Chairman the Clerk shall invite nominations from Members of the Authority which shall be proposed and seconded in writing and notified to the Clerk 5 working days in advance of the Meeting at which the appointment is to be made.

### **STANDING ORDER 3**

#### Chairman of the Meeting

Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

### **STANDING ORDER 4**

#### Quorum

- (1) The quorum prescribed by statute for meetings of the Authority is one quarter of the whole number of members. Business shall not be transacted at a meeting of the Authority or of any Committee unless at least one quarter of voting members is present.
- (2) If during any meeting of the Authority the Chairman after counting the number of members present declares that there is not a quorum present the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Authority.

### **STANDING ORDER 5**

#### Minutes of the Authority

- (1) At a meeting of the Authority at which minutes of a previous meeting are submitted for approval as a correct record, the Chairman shall move that those minutes be so approved.
- (2) Provision shall be made on each agenda for the consideration of matters arising in order that Members may ask about progress regarding any decision recorded in the minutes. Apart from this no motion or discussion shall take place upon the minutes, except upon their accuracy, and any matter concerning their accuracy shall be raised by amendment.
- (3) If no such matter is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

### **STANDING ORDER 6**

#### Questions

- (1) At a meeting of the Authority a member may ask the Chairman of the Authority any question relating to the business of the Authority.
- (2) At ordinary committee meetings, any member of the Authority who is present may ask the chairman of that committee any question on any matter in relation to which that committee has delegated or referred functions.

- (3) The text of any question shall be submitted in writing to the Clerk not less than two clear days before the meeting at which the member proposes to ask the question.
- (4) With the permission of the chairman of the meeting, a member of the Authority may ask a question relating to urgent business of which notice has not been given as required by paragraph (2) above. The text of any such question shall, if possible, be delivered to the Clerk not later than two hours before the meeting at which the question is to be asked.
- (5) After a question has been replied to, the member who asked it may ask one supplementary question for the purpose of clarifying the reply which has been given. A member asking such a supplementary question shall confine himself/herself to the substance of the original question, and shall not introduce any new matter which did not fall within the scope of the original question. In paragraphs (6) - (9) of this Standing Order, the word "question" shall include such a supplementary question.
- (6) Every question shall be put and answered without discussion unless otherwise determined by the Chairman.
- (7) An answer may take the form of a direct oral answer, or, where the reply to the question cannot conveniently be given orally, a written answer.
- (8) No resolution shall be moved with reference to any question or reply to a question.
- (9) If the chairman of the meeting is of the opinion that the question is out of order, or of a personal character, or in the interests of the Authority it is undesirable, he/she shall so inform the member and shall not allow the question to be put.
- (10) Fifteen Minutes shall be set aside before the beginning of each Police Authority meeting for questions or statements to be put forward by members of the public on any issue which is within the responsibility of the Authority. Questions must be received by the Clerk at least fifteen minutes before question time begins

<b>STANDING ORDER 7</b>
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Motions and Amendments

- (1) Any member may place an item or motion on the agenda of a meeting of the Authority by giving notice of it in writing to the Clerk at least ten clear days before the meeting.
- (2) A motion or amendment shall not be discussed unless it has been proposed and seconded, and it shall, if required by the chairman, be put into writing and handed to the chairman before it is further discussed or put to the meeting.
- (3) A member may not propose or second a motion or amendment on which he/she is disqualified from voting.

## **STANDING ORDER 8**

### Motions Affecting Persons Employed by the Authority

If any question arises at a meeting of the Authority or a committee as to the appointment, promotion, dismissal, salary, superannuation, conditions of service or the conduct of any police officer or any person employed by the Authority, such question shall not be the subject of discussion until the Authority or committee, as the case may be, has decided whether or not the power of exclusion of the public under Section 100 of the Local Government Act 1972 shall be exercised.

## **STANDING ORDER 9**

### Amendments to Motions

- (1) An amendment shall be relevant to the motion and shall be either:-
  - (a) to refer a subject of debate to a committee for consideration or reconsideration;
  - (b) to leave out words;
  - (c) to leave out words and insert or add others;
  - (d) to insert or add words;but such omission, insertion or addition of words shall not have the effect of merely negating a motion before the Authority.
- (2) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

## **STANDING ORDER 10**

### Alteration or Withdrawal of Motion

- (1) A member may, with the consent of the Authority and without discussion, alter a motion of which he/she has given notice or, with the further consent of the seconder, alter a motion which he/she has moved, if in either case the alteration is one which could be made as an amendment.
- (2) A proposer of a motion or of an amendment may, with the concurrence of the seconder and the consent of the Authority, withdraw the motion or amendment which he/she has proposed, and no member shall speak upon it after the proposer has thus asked permission for its withdrawal, unless such permission shall have been refused.
- (3) The giving or refusal of the consent of the Authority to the alteration or withdrawal of a motion or amendment shall be signified without discussion.

## **STANDING ORDER 11**

### Right of Reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have a right of reply to the debate on his/her amendment immediately before the mover of the original motion has his/her opportunity under this Standing Order to reply to the debate on the amendment.

## **STANDING ORDER 12**

### Motions which may be moved during Debate

When a motion is under debate, no other motion shall be moved except the following:-

- (a) to amend the motion;
- (b) to seek leave to withdraw a motion;
- (c) to adjourn the meeting;
- (d) to adjourn the debate;
- (e) to suspend Standing Orders in accordance with Standing Order 31;
- (f) to proceed to the next business;
- (g) that the question be now put;
- (h) that a member be not further heard;
- (i) by the Chairperson under Standing Order 18(3) that a member do leave the meeting;
- (j) a motion under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public.

## **STANDING ORDER 13**

### Points of Order

- (1) A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and on rising the member shall first specify the Standing Order or statutory provision and the way in which he/she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the present debate.

- (2) The ruling of the Chairperson on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

#### **STANDING ORDER 14**

##### Next Business

- (1) A member who seeks to avoid a decision being taken on a matter under discussion may, at the conclusion of a speech of another member, unless the Chairman considers that the matter has been insufficiently discussed, move “that the Authority proceed to the next business” or, if there is no other business to be transacted, “that the Authority adjourn”.
- (2) The proposer of such a motion may speak thereon but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion.
- (3) On the seconding of the motion, the Chairman shall first give the mover of the original motion an opportunity to speak on it and then put to the vote the motion to proceed to the next business or to adjourn the Authority.
- (4) If that motion is carried, the original motion shall be considered as withdrawn.

#### **STANDING ORDER 15**

##### Adjournment of Debate

- (1) A member who seeks to interrupt a debate so that it may be continued at a later hour or on another occasion may, at the conclusion of the speech of another member, move that the debate be adjourned to that hour or occasion.
- (2) If the member does not specify an hour or occasion, the motion shall be deemed to intend that the debate shall be resumed at the next ordinary meeting of the Authority.
- (3) The proposer of such a motion may speak thereon but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion except that the mover of the original motion may speak on it.
- (4) On the resumption after adjournment of an interrupted debate, the Authority shall proceed to the further consideration of the adjourned business as though the meeting had been continuous for the purposes of these Standing Orders.

#### **STANDING ORDER 16**

##### Closure

- (1) A member may at the conclusion of the speech of another member move “that the proposition under discussion be now put” (which is in these Standing Orders referred to as “the closure”).

- (2) The proposal and seconding of the closure shall be formal and without comment and there shall be no debate on it. The closure shall be put immediately to the vote unless it appears to the Chairman that the proposition to which it is sought to apply the closure has not been sufficiently discussed.
- (3) If the closure is carried, the motion or amendment which is the subject of the interrupted debate shall be put without further discussion, subject to the mover of the amendment and the mover of the original motion first having a right of reply.

#### **STANDING ORDER 17**

##### Respect for Chair

Whenever the Chairperson calls for order during a debate every Member shall be silent.

#### **STANDING ORDER 18**

##### Conduct of Members

- (1) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order and shall not impute motives or use offensive expressions or to about any other member.
- (2) If any member in the opinion of the Chairman signified to the Authority misconduct 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 Authority, or by tedious repetition or unbecoming language in his/her speech, the Chairman or any other member may move "That the member named be not further heard", and such motion if seconded shall be put and determined without discussion.
- (3) If the member named continues his/her misconduct after a motion under the last previous paragraph has been carried, the Chairman shall either:-
  - (a) move "That the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or
  - (b) adjourn the meeting of the Authority for such period as he/she in his/her discretion shall consider expedient.

#### **STANDING ORDER 19**

##### General Disturbances

- (1) If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him/her. If he/she continues the interruption the Chairman shall order his/her removal from the room. In case of general disturbance in any part of the room open to the public the Chairman shall order that part to be cleared.
- (2) If, in the opinion of the Chairman, misconduct or obstruction renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power

vested in him/her, may without the question being put suspend the meeting for a period not exceeding 30 minutes.

## **STANDING ORDER 20**

### Voting

- (1) Every proposition shall, unless otherwise required by these Standing Orders or Statute, be determined by show of hands or, at the discretion of the Chairman, by voices.
- (2) In taking the votes on any proposition, those members only shall be entitled to vote who are present in the room when the proposition is put from the Chair.
- (3) After a proposition is put from the Chair but before the vote is taken, any five members by show of hands may require that the voting shall be recorded in the minutes of the meeting so as to show whether each member present gave his/her vote for or against that proposition or abstained from voting.
- \* (4) Immediately after a vote is taken, a member has the right to require that the minutes show whether he/she cast his/her vote for or against the question or whether he/she abstained from voting.
- (5) A decision on precepting in accordance with the Local Government Finance Act 1992 must be approved by a vote in favour of at least half the total membership of the Authority at the time of the decision who must include more than half of the local authority appointees.

## **STANDING ORDER 21**

### Appointments by the Authority

- (1) Every candidate nominated to represent the Authority in any capacity or for any position to be filled by the Authority shall be openly proposed and seconded.
- (2) At the close of nominations the Chairman shall state the names of the candidates who have been duly proposed and seconded and the number of vacancies to be filled if the number is limited.
- (3) If the number of nominations does not exceed the number of vacancies or if the number of vacancies is not limited the Chairman shall immediately put the appointment of the duly nominated candidates collectively as a substantive motion upon which no amendment may be moved.
- (4) If the number of nominations exceeds the number of vacancies there shall be a secret ballot of the members present at the meeting in which each member of the Authority may vote for as many candidates as there are vacancies to be filled.
- (5) No candidate shall be appointed unless the number of votes cast in his/her favour exceeds half the number of persons voting. If in any ballot no candidate receives the number of votes entitling him/her to be appointed, the names of those who receive no votes and the name of the one who receives the least number of votes shall be

struck off the list and a fresh ballot be taken, and so on, until all the vacancies are filled.

- (6) Any ballot shall be conducted by the Clerk whose return shall be final and conclusive.

## **STANDING ORDER 22**

### Record of Attendances

Every member attending a meeting of the Authority, or of any of its committees or sub-committees of which he/she is a member, shall sign his/her name in the attendance book or sheet provided for that purpose.

## **STANDING ORDER 23**

### Declaration of Personal and Prejudicial Interests

A standing item be included on each agenda for Members to declare any personal or prejudicial interests they may have on items of business on the agenda.

Note : personal and prejudicial interests are defined in the Code of Conduct which has been adopted by the Authority.

## **STANDING ORDER 24**

### Candidates for Appointment

- \* (1) Every appointment to a post under the Authority, statutorily required or otherwise, shall be made by the Authority unless determined otherwise.
- (2) Canvassing of members of the Authority, or any committee or sub-committee of the Authority, directly or indirectly, for any appointment under the Authority or as a police officer, shall disqualify the candidate concerned for that appointment. The purport of this paragraph of this Standing Order shall be included in any form of application.
- (3) A member of the Authority shall not solicit for any person any appointment under the Authority or as a police officer, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Authority or the Chief Constable with an application for appointment.
- (4) A candidate for any appointment under the Authority who knows that he/she is related to any member or employee of the Authority shall disclose that relationship in his/her application. A candidate who fails to disclose such a relationship shall be liable to be disqualified for the appointment and if appointed shall be liable to dismissal without notice. The purport of this paragraph of this Standing Order shall be included in any form of application.
- (5) Every member and senior officer of the Authority shall disclose to the Clerk any relationship known to him/her to exist between himself/herself and any person whom he/she knows is a candidate for an appointment under the Authority.

## **STANDING ORDER 25**

### Sealing of Documents

- (1) The common seal of the Authority shall be kept in a safe place in the custody of the Chief Executive/Treasurer.
- (2) The common seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or of a committee, sub-committee or Officer to which or to whom the Authority has delegated its powers in this behalf, but a resolution of the Authority (or of a committee or sub-committee where that committee or sub-committee has the power) authorising the acceptance of any tender, the making of any contract or the purchase, sale, letting or taking of any property, the issue of any stock, the presentation of any petition, memorial or address, the issuing of a precept, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the authorisation.
- (3) The seal shall be attested by the Chief Executive/Treasurer or the Clerk/Monitoring Officer (or in their absence the Chair or Vice Chair together with the Member Support Officer) and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be authenticated by the person who has attested the seal.

## **STANDING ORDER 26**

### Meetings of Committees

- (1) All meetings of committees or sub-committees shall be summoned by the Clerk.
- (2) No business shall be transacted at an ordinary meeting of a committee or sub-committee other than that specified in the summons relating thereto except as a matter of urgency and with the consent of the committee or sub-committee.
- (3) The Chairman of a committee or sub-committee or the Chairman of the Authority may cause a special meeting of the committee or sub-committee to be called at any time.
- (4) A special meeting of a committee or sub-committee shall be called on the request of at least one quarter of the whole number of members of the committee or sub-committee by notice in writing signed by them and given to the Clerk and specifying the business for which the meeting is to be called

## **STANDING ORDER 27**

### Proceedings of Committees and Sub-committees

- (1) The quorum of every committee and sub-committee, unless a special quorum is otherwise prescribed, shall be at least one quarter of the whole number of the committee or sub-committee, provided that in no case shall a quorum of a committee or sub-committee be less than three members.
- (2) If a member is unable to attend a meeting of a committee or sub-committee on which he/she serves the Clerk may, on the recommendation of the Chairman of that Committee or Sub-committee, appoint another member of the Authority to attend in his/her place, such substitution to be notified to the Clerk in advance of the meeting. Any such substitute assumes the rights and responsibilities of the member for whom he/she is acting for the duration of the meeting and of any adjourned meeting unless barred from so doing by Standing Orders or other determination of the Authority.
- (3) (a) Subject to Standing Order 3(b), any Authority member may attend as an observer at meetings of committees sub-committees and panels to which he/she has not been appointed as a member, including meetings or items of business from which the public has been excluded. If given permission by the Chairman of the meeting, a member attending as an observer may speak (but not vote) on any matter.  
  
(b) Authority Members who are not appointed to a committees, sub-committees or panel may not attend meetings of that committee, sub-committee or panel at which items concerning individual Police Officers Police Staff or members of the public are being considered.
- (4) All agenda, reports, and other documents and all proceedings of committees and sub-committees shall be treated as confidential unless and until they become public in the ordinary course of the Authority's business and for the purpose of this Standing Order all agenda, reports and proceedings of a committee at which the press are present shall be deemed to have become public.
- (5) No act of a sub-committee shall have effect until approved by the appointing committee except to the extent that the committee has itself power to act without the approval of the Authority and the power so to act has been conferred upon the sub-committee.
- (6) In addition to those Standing Orders which expressly relate to committees or sub-committees, Standing Orders 5 and 7 to 23 inclusive, shall apply with any necessary modification to committees and sub-committees.

## **STANDING ORDER 28**

### Chairman of Committees and Sub-committees

- (1) The Chairman of a committee, or of any sub-committee which the Authority may from time to time determine for the purposes of this Standing Order, shall be appointed by the Authority in accordance with this Standing Order and may be removed by the Authority or may resign. If the Authority so decide, the appointment of the Chairman of a committee or sub-committee may be left for that body itself to decide.

- (2) The appointment of the Chairman of a committee or sub-committee shall be conducted as an appointment is required to be made for the Chairman and Vice Chairman of the Authority under Standing Order 2
- (3) Subject to paragraph (1) of this Standing Order, the Chairman of a committee or sub-committee appointed by the Authority shall hold office until the next annual meeting of the Authority after this appointment.
- (4) If the Chairman of a committee or sub-committee is absent from a meeting of the committee or sub-committee, the members present shall choose one of their number who is a member of the Authority to preside over the meeting, subject to paragraph (5) of this Standing Order.
- (5) If the Chairman of a committee or sub-committee arrives at a meeting of the committee or sub-committee, after the time for which the meeting has been summoned, he/she shall preside over the meeting after any question under discussion on his/her arrival has been disposed of but not before then.

#### **STANDING ORDER 29**

##### Questions on Police Matters at Council Meetings

The Authority shall nominate a member or members to attend any meeting of an appointing council at which questions on the discharge of the functions of the Authority are to be put and to answer such questions on the Authority's behalf.

#### **STANDING ORDER 30**

##### Variation and Revocation of Standing Orders

Any motion to add to, vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

#### **STANDING ORDER 31**

##### Suspension of Standing Orders

- (1) Subject to paragraph (2) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend any of the preceding Standing Orders shall not be moved unless there shall be present at least two thirds of the whole number of the members of the Authority.

#### **STANDING ORDER 32**

##### Standing Orders to be given to Members

A printed copy of the Standing Orders and of such other provisions as regulate the proceedings and business of the Authority shall be given to each member of the Authority by the Clerk upon the member's appointment.

## **STANDING ORDER 33**

### Interpretation of Standing Orders

- (1) The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Authority, shall not be challenged at any meeting of the Authority.
  
- (2) For the purpose of these Standing Orders any function required or authorised to be performed by the Clerk shall or may, in his/her absence, be performed by the Chief Executive or such other person as the Chief Executive may nominate.

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An asterisk against a Standing Order indicates that it is required by statute.