



STANDING ORDERS

of

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT
PARTNERSHIP**

December 2016

These Standing Orders apply and have effect on and from the day they are adopted by the Partnership with such amendments as may be made by the Partnership from time to time. They also apply, so far as relevant, to any Committees and Sub-Committees.

PART I

MEETINGS AND PROCEEDINGS OF THE PARTNERSHIP

Days and Times of the Meetings

1. (1) Ordinary meetings of the Partnership shall be held at the place and in accordance with the timetable determined by the Partnership.

(2) All other meetings of the Partnership shall be held at such time and place as the Partnership may, from time to time, direct.

2. The Chairperson, or in their absence a Deputy Chairperson, may alter the date, time and place of any ordinary meeting of the Partnership in response to special circumstances, of which the Chairperson or a Deputy Chairperson shall be the sole judge.

Special Meetings

3. The Secretary shall call a meeting of the Partnership at any time on being required to do so by the Chairperson or, in their absence, a Deputy Chairperson, or on receiving a request in writing to do so signed by at least three members of the Partnership and specifying the business proposed to be transacted at the meeting. A meeting shall be held within fourteen days of receipt of the request.

Calling of Meetings

4. (1) Notice of all meetings of the Partnership shall be given by the Secretary. The notice shall specify the business proposed to be transacted at the meeting and the order in which business is to be brought before the meeting.
- (2) Not less than seven clear days before any meeting of the Partnership a summons to attend the meeting, notifying the business to be transacted shall be sent electronically to every member of the Partnership or Committee.
- (3) Non-receipt of a summons by any member of the Partnership or Committee shall not affect the validity of a meeting.

Quorum

5. No business shall be transacted at a meeting of the Partnership unless at least four members are present.

Order of Business

6. The business of the Partnership at an ordinary meeting shall, unless altered by the Chairperson who may do so at their discretion, be dealt with in the following order:-
 - (a) Reception of deputations.
 - (b) Minutes of the Partnership, Committees and Sub-Committees.
 - (c) Ordinary business including business on agenda at the request of members.
 - (d) Matters of urgency of which no previous notice has been given subject to compliance with the provisions of Standing Order 7.

Matters of Urgency

7. An item of business shall not be considered at a meeting of the Partnership unless either:-
 - (a) a copy of the agenda including the item or a copy of the item subject to exclusion, as provided for by Section 50B(2) of the Local Government (Scotland) Act 1973, is available for inspection on the Partnership's website for at least three days before the meeting or, where the meeting is convened at shorter notice, from the time the meeting is convened; or
 - (b) by reason of special circumstances to be specified in the minutes, the Chairperson of the meeting decides that the item should be considered at the meeting as a matter of urgency.

Chairperson

8. A Chairperson and Deputy Chairpersons shall be appointed by the members of the Partnership at the first meeting following ordinary Council elections and at such other times as may be necessary. The term of office for a Chairperson and Deputy Chairperson is from the date of their appointment to the next ordinary Council election or such other term as the Partnership may agree. The Chairperson and Deputy Chairpersons shall not be members of the same Council. The Chairperson, if present, shall preside at all meetings of the Partnership. In the Chairperson's absence a Deputy Chairperson shall preside. If the Chairperson and Deputy Chairpersons are all absent another member of the Partnership, chosen by the members present, shall preside.

Powers and Duties of Chairperson

9. It is the duty of the Chairperson:-
 - (a) to preserve order, and to ensure that every member of the Partnership has a fair hearing;
 - (b) to decide all matters of order, competency and relevancy;
 - (c) to decide between two or more members of the Partnership wishing to speak; and
 - (d) to ensure that sufficient opportunity is given to all members of the Partnership to express their views on the subject under discussion.
10. The decision of the Chairperson on all matters within their competency is final, and shall not be open to question or discussion.
11. Deference shall at all times be paid to the authority of the Chairperson. When he or she speaks they shall be heard without interruption.

Membership

12. (1) The Partnership comprises representatives of the constituent Councils as follows:

<u>Council</u>	<u>No of Members</u>
Angus Council	2
Dundee City Council	3
Perth and Kinross Council	3
Stirling Council	2

- (2) The Partnership will appoint 4 or 5 non-Councillor members for such period of office as the Partnership agrees and with the consent of Scottish Ministers in accordance with Section 1 (2) (c) of the Transport (Scotland) Act 2005
- (3) If it is necessary for constituent authorities to change nominated Councillor representatives at any time other than following a Council election, such changes shall be intimated in writing to the Partnership Secretary and the change shall have effect from the next meeting of the Partnership.
- (4) Notwithstanding Standing Order 12(3) it is competent for Councillor substitutions to be intimated and effected for individual meetings of the Partnership.

Suspension of Members

- 13. If any member of the Partnership disregards the authority of the Chairperson, or obstructs the meeting, or conducts himself or herself offensively at the meeting, they may be suspended for the remainder of the meeting. A motion to suspend a member shall be made and seconded without discussion and put immediately to the meeting. Any member of the Partnership so suspended shall leave the meeting immediately and shall not, without the consent of the meeting, again enter the meeting. If any suspended member refuses to leave the meeting when required by the Chairperson, the Chairperson may order their removal from the meeting by a Partnership officer or by any other person.

Adjournment

14. (1) In the event of disorder arising at any meeting of the Partnership, the Chairperson may adjourn the meeting to a date they fix, or which they may afterwards fix.
- (2) The Partnership may adjourn any meeting to such date as they fix, or which the Chairperson, or in their absence a Deputy Chairperson, may thereafter fix.
- (3) A motion for the adjournment of the meeting may be made at any time and shall have precedence over all other motions. It shall be moved and seconded without discussion, and shall be put immediately to the meeting.

Reception of Deputations

15. (1) Applications to receive a deputation shall be in writing to the Secretary and, where possible, submitted at least five working days before the meeting at which the issue is to be considered. Later requests will be reported to the meeting and dealt with in accordance with the remainder of this Standing Order.
- (2) An application to receive a deputation shall in the first instance be submitted to the Partnership and, if agreed, will be received and heard by the Partnership.
- (3) No deputation exceeding six in number shall be received by the Partnership.
- (4) Not more than two speakers on any deputation shall be heard and the time allowed for a deputation speaking shall not exceed seven minutes except at the discretion of the Chairperson.

- (5) Any member of the Partnership may put any relevant question to the deputation, but no member shall express an opinion upon, nor shall the Partnership discuss, the subject on which the deputation has been heard, until the deputation has withdrawn.

Order of Debate

16. (1) Any member of the Partnership desiring to speak at any meeting shall indicate to the Chairperson and, when called upon, shall address the Chairperson, and direct his/her speech:-
- (a) to the matter before the meeting;
 - (b) by proposing, seconding, or supporting a motion or any amendment relative thereto;
 - (c) to a point of order; or
 - (d) to asking a question.
- (2) A member shall not speak supporting a motion or any amendment until it has been seconded.
- (3) Except for the mover of a motion, any member shall not speak more than once on the same issue at any meeting, except on a point of order or, with the permission of the Chairperson to, explain or clear up a misunderstanding in regard to some material part of their speech, in which case they shall introduce no new matter.
- (4) The mover of an original motion shall have a right of reply, but they shall introduce no new matter and, after they have commenced their reply, no other member shall speak on the issue except as provided in Standing Order 17 (3).

Motions and Amendments

17. (1) All motions and amendments shall be stated immediately on their being proposed to the meeting by the mover before being spoken to.
- (2) All amendments must be relative to the motion and after the first amendment has been voted upon, all subsequent amendments must be substantially different from the first amendment.
- (3) Where a motion or an amendment has been duly seconded neither shall be altered in substance or withdrawn without the consent of a majority of the members present.
- (4) Where an amendment to an original motion has been moved and seconded, no further amendment shall be moved until the result of the first amendment has been determined. If an amendment is rejected, further amendments to the original motion may be moved, subject to Standing Order 17(2) above. If an amendment is carried it takes the place of the original motion and becomes the motion upon which any further amendments may be moved.

Time Allowed for Speaking

18. In moving a motion or an amendment, a member shall not speak for more than five minutes and each other speaker shall not speak for more than three minutes. The mover of the original motion in their reply shall not speak for more than four minutes. These time limits may be exceeded with the consent of a majority of the members present, and the Chairperson shall determine whether a majority of the members present are agreeable.

Vacancies and Appointments Voting

- 19 When filling vacancies or making appointments the following provisions on voting apply:-
- (a) Nominations for vacancies or appointments shall be moved and seconded without discussion and put immediately to the meeting.
 - (b) Members are entitled to vote for as many candidates as there are vacancies to be filled.
 - (c) If, after voting, there is an absolute majority in favour of the number of candidates equal to the number of vacancies, these candidates shall be declared duly appointed.
 - (d) If no absolute majority is obtained the candidates receiving the lowest number of votes shall be dropped and a further vote taken, provided , that:-
 - (i) if two or more candidates tie as receiving the lowest number of votes a vote shall be taken between them and the candidate who receives the lowest number of votes shall be dropped;
 - (ii) after any vote members may by unanimous agreement exclude from a further vote candidates whom they consider have no prospect of being appointed; and
 - (iii) in subsequent votes, the same procedure shall be followed until there is an absolute majority in favour of the number of candidates required for the vacancies to be filled, when they shall be declared duly appointed.

Closure of Debate

20. A motion that the debate be adjourned, or that the question be now put, may be made at any stage of the debate, not being in the course of a speech, and, if seconded, shall be the subject of a vote without further debate.

Method of Voting

21. (1) Where any decision is to be determined by a vote, each Councillor member of the Partnership has a single vote and may vote on all matters.
- (2) Non-Councillor members of the Partnership may vote on all matters with the exception of :-
- (a) The amount of funding to be allocated by each constituent Council to the Partnership.
- (b) The making of a request to the Scottish Ministers for the conferring of additional functions.
- (3) Non-Councillor members may not move a motion or an amendment in relation to the matters which they are not allowed to vote on.
- (4) Where any decision is determined by a vote, it shall be decided by a simple majority of the votes cast.
- (5) Votes of the Partnership shall be taken by calling the roll of those present and eligible to vote beginning with the Chairperson, and the voting shall be recorded in the minutes.

- (6) After the Chairperson or the Secretary has announced the issue on which the vote is to be taken, no member shall interrupt the proceedings until the result of the division has been intimated, except in the case where their name has not been called, when the member may signify the fact and request their name be called.
- (7) A member who is absent from the meeting when their name is called in a division is entitled to record their vote if they enter the meeting before the result of the division has been declared and provided the attention of the Chairperson or Secretary is directed to the return of the member before the result of the division is declared.
- (8) Paragraph (7) of this Standing Order does not apply in the case of proceedings of a judicial or quasi-judicial nature, when only those members present during the whole of the proceedings are entitled to vote or take part in the deliberations. In these cases -
 - (a) intimation to that effect shall, so far as reasonably practicable, be given in the notice calling the meeting; and
 - (b) the Chairperson shall direct the attention of members to the provisions of this paragraph at the commencement of the proceedings.

Casting Vote

- 22. Unless otherwise stipulated in law, the Chairperson of any meeting of the Partnership shall, in the case of an equality of votes, have a second or casting vote, except where the matter relates to the appointment of a member of the Partnership to any particular office or Committee or Sub-Committee of the Partnership, in which case the decision shall be by lot.

Points of Order

23. (1) Any member of the Partnership may, at any meeting of the Partnership, speak upon a point of order. In doing so they must state the point of order as soon as it arises.
- (2) Any member who is then addressing the Partnership shall give way and the member who raises the point of order shall, when they have concluded, give way to the Chairperson. No other member shall be entitled to speak to the point of order raised except by permission of the Chairperson.
- (3) The Chairperson shall then rule on the point of order and, thereafter, the member who was addressing the Partnership at the time the point of order was raised shall be entitled to continue to speak if permitted to do so by the ruling of the Chairperson.

Inclusion of Business on Partnership Agenda at the Request of Members

24. Subject to the provisions of the 1973 Act any Member of the Partnership may bring a matter which can be competently considered before the Partnership by submitting a written statement and notice of the matter to the Secretary not less than five working days before the issue of the agenda to Members. The Secretary will determine in terms of sections 50B, 50C and 50F of the 1973 Act whether exempt information as included in Schedule 7A to the said Act is likely to be disclosed. A member whose item is included on an agenda shall be called upon to speak first when the item is taken.

Alteration or Revocation of Previous Resolution

25. (1) Subject to paragraph (2) of this Standing Order, no resolution of the Partnership shall be altered or revoked within six months of its adoption, except by a subsequent resolution made by the Partnership and arising from a recommendation, involving alteration or revocation, and approved by a majority of the members present at a meeting of the Partnership.
- (2) The alteration or revocation of any resolution of the Partnership shall not affect or prejudice any proceedings, action, or liability competently done or undertaken prior to its alteration or revocation.

Admission of Press and Public

26. (1) Subject to paragraphs (2) and (3) of this Standing Order, every meeting of the Partnership shall be open to the public and press.
- (2) The public and press shall be excluded from any meeting of the Partnership during consideration of an item of business if information would be disclosed which is confidential in terms of Part IIIA of the 1973 Act.
- (3) The Partnership may, by resolution, exclude the public and press from any meeting of the Partnership during consideration of an item of business if it is likely that information would be disclosed which falls within one or more of the categories of exempt information in terms of Part IIIA of the 1973 Act.

- (4) A resolution under paragraph 3 of this Standing Order shall:-
- (a) identify the proceedings or the part of the proceedings to which it applies; and
 - (b) state, in terms of the Act the category or categories of exempt information concerned.

Suspension of Standing Orders

27. Subject to Standing Order 39(2), any member of the Partnership can at any time move the suspension of a Standing Order which shall be moved and seconded and put to the meeting without further discussion. The motion shall be carried if supported by a simple majority of those present and voting.

Code of Conduct

28. All Members of the Partnership shall be guided by the provisions of the Partnership's adopted Code of Conduct.

PART II

CONSTITUTION, MEETINGS AND PROCEEDINGS OF COMMITTEES

- 29 The Partnership's adopted Standing Orders also apply, so far as relevant, to Committees.

Appointment of Executive Committee

- 30 The Partnership shall appoint an Executive Committee of 5 members, comprising one member from each constituent Council and one non-Councillor member, and normally including the Chairperson and Deputy-Chairpersons of the Partnership.
- 31 The remit of the Executive Committee is to act on behalf of the Partnership between scheduled meetings of the Partnership.
- 32 Meetings of the Executive Committee will be convened in accordance with Standing order 1 (2).
- 33 The Executive Committee may consider and determine matters by means of virtual meetings, where reports are submitted to and recommended actions may be agreed by Committee members without the need to meet collectively. Virtual meetings may only proceed if agreed to by all members of the Committee. Where matters considered in this way are not agreed unanimously the matter will be submitted to a meeting of the Executive Committee, convened in accordance with Standing Order 1(2), or the next Partnership meeting.

Appointment of Other Committees

34. The Partnership may from time to time, appoint such other Committees as are required for the fulfilment of any of the functions of the Partnership and shall specify the terms of reference and the extent of delegation to such Committees.

Membership of Committees

- 35 The allocation of places on Committees shall be fixed at the first meeting following the Council elections and may be amended at any meeting of the Partnership if approved by a simple majority of those present and voting.

Appointment of Chairperson

36. (1) The Chairperson shall be ex-officio Chairperson of any Committee.
- (2) The Chairperson shall be appointed at the first meeting following the Council elections.
- (3) In the absence of the Chairperson of a Committee the Chairperson shall be elected by a majority of those present.

Delegation to Committees

37. Subject to the provisions of any enactment and of any Statutory Order, Instrument, or Scheme, the Partnership may at any time delegate any function to a Committee.

Quorum of Committees

38. Unless otherwise stipulated by the Partnership the quorum of all Committees shall be four.

PART III

REVISION OF STANDING ORDERS

39. (1) Subject to the terms of any enactment and of any Standing Order, Instrument or Scheme, these Standing Orders may be altered or revoked at any ordinary meeting of the Partnership, if the motion for alteration or revocation is supported by a majority of the Partnership present and voting.

- (2) The preceding paragraph of this Standing Order shall not apply to these Standing Orders or parts thereof which incorporate the provisions of Statutes or of Statutory Orders or Instruments which cannot be altered or revoked by the Partnership.

PART IV

PROTOCOL FOR CONDUCT OF MEETINGS

1. It is the intention that all meetings of the Partnership Board and its Committees and sub-Committees shall be conducted in an open, business-like but informal manner.
2. It is generally expected that the formal provisions set out in these Standing Orders should not be required to regulate proceedings.
3. The Chairperson of any meeting will ensure that all members present are able to give their opinions freely and openly and will only intervene to prevent this when there is undue repetition or to assist the meeting in concluding the determination of business before it.
4. All members will address the Chairperson when they wish to contribute to the debate and the Chairperson will ensure that members are afforded the opportunity to contribute to debate and also to introduce matters of relevance to the business before the meeting.
5. In the event of any issue going to a vote, the Chairperson shall regulate matters. The time limits for debate set out in Standing Orders shall be applied when necessary but the Chairperson will generally seek to give members the opportunity for free discussion.
6. It is intended that officers and advisers are also be able to speak freely, with the permission of the Chairperson.
7. Business will be conducted in public as far as possible and the Partnership will encourage public accessibility at all times.