

**Cyngor Cymuned**  
**CLYDACH**  
**Community Council**

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Clerc / Clerk:  
Stewart McCulloch



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**The current Clydach Community Council Standing Orders were agreed and approved at the AGM held on Tuesday 12<sup>th</sup> May 2020 and are to be read in conjunction with the 2018 Model Standing Orders as published by One Voice Wales.**

STANDING ORDERS

1. Meetings of the Council shall be held in the Clydach Community Hall, Vardre Road, Clydach.
2. Meetings shall be held on the second Tuesday of the month, commencing at 7 p.m. and terminating not later than 9 p.m. with the proviso that the Chairman is empowered to change the week of any particular meeting if deemed necessary.
3. If any meeting is to continue beyond 9 p.m. the Chairman will ask members to suspend Standing Orders. A majority of members present must be in agreement otherwise the meeting closes at 9 p.m.
4. The Chairman presiding at a meeting of the council or at a committee thereof shall have the casting vote.
5. The votes on any motion or amendment shall be taken by show of hands unless a member present demands that names be taken (A named vote), before the votes are counted.
6. The order in which business is transacted shall be as follows:
  - a. Read notice of meeting
  - b. Minutes and their confirmation
  - c. Correspondence
  - d. Reports of committee and/or their officers
  - e. Motions of debate in the order in which they are received and appear on the Agenda
7. No resolution shall be rescinded within Six months of the passing thereof other than by notice in writing bearing signatures of at least FIVE members and carried by TWO THIRDS of the members present at the meeting at which the motion is submitted for debate.
8. A motion to suspend any part of Standing Orders shall be put without debate and shall not be carried unless supported by TWO THIRDS of the members present and voting thereon.
9. No member shall move the adjournment of a meeting or a debate more than once at the same meeting, and no second or subsequent motion for adjournment shall be put by the Chairman at an interval of less than fifteen minutes.
10. A motion NOT on the Agenda shall require the permission of TWO THIRDS of the members present before discussion is allowed, and shall not be carried unless supported by a like number
11. Motions NOT on the Agenda which are of an unusual character or will entail expenditure on the part of the Council shall not be considered unless there is urgent necessity to proceed immediately with the matter.
12. No member shall hold more than one office at a time in respect of the Council Committees, Road Safety and Charity representatives are excepted.

13. No motion shall be debated unless it has been seconded.
14. In the absence of the Chairman or Vice-Chairman from meetings of the Council or Committees, the immediate past Chairman shall preside.
15. No business shall be transacted at a meeting of the Council, or a Committee thereof unless at least ONE THIRD of the members entitled to be present are present thereat.
16. The Chairman may on his own initiative or at the request of a member or the Clerk, call a meeting of a Committee.
17. A record of attendance shall be read at each Annual Meeting.
18. All notices of motion to be discussed at any Council meeting must be submitted to the Clerk in writing AT LEAST seven days before the meeting. If this is not possible, a notice of motion may be communicated to the Clerk by telephone AT LEAST seven days before the meeting, to be followed by a written confirmation before the meeting.
19. All requests by members of the public to address the Council at the appropriate Agenda item must be made in writing, informing the Clerk of the subject to be addressed to Council, at LEAST seven days before the meeting. If more than one member of the public requests use of this Agenda item then the time allocated by the Council (ten minutes) will be divided.
20. The Chairman of the Council will be decided by a show of hands at the meeting or by the use of a secret ballot.
21. A Community Projects Committee will be set up to work alongside the Halls/Events Committee.
22. All Committees will be organised on a Cabinet Committee basis to spread the workload.