



# Dunoon Community Council

## Standing Orders.

(Version 1:2 Dated 11 December 2023)

### 1. Meetings.

a. Ordinary meetings of Dunoon Community Council shall be held on the second Monday of each month. Special meetings may be called at any time on the instructions of the Convener of Dunoon Community Council, upon the request of not less than one-half of the total number of Community Councillors, or the receipt of a common written request (petition) signed by at least 20 persons who are resident in the Dunoon Community Council area to convene a special meeting for a particular matter or matters to be debated., it shall call such a meeting. A special meeting shall be held within **14** days of the receipt of the request been made to the Secretary of Dunoon Community Council. Annual General Meetings are to be held annually on the second Monday of May.

b. The notice of ordinary and annual general meetings of Dunoon Community Council featuring the date, time and place, shall be provided to each Community Councillor and Argyll and Bute Council's Community Liaison Officer by the Secretary of Dunoon Community Council and displayed in a prominently within the Dunoon Community Council's area, and/or made available online at least **7** days before the date fixed for the meeting.

### 2. Minutes.

Minutes of the proceedings of a meeting of the Dunoon Community Council shall be drawn up within **14** days from the date of that meeting, displayed in places such as, the Queens Hall and the Library, and or made available online, provided to Argyll and Bute Council and shall following their approval, be signed at the next meeting of the Dunoon Community Council by the person presiding and retained for future reference.

### 3. Quorum.

In the case of Dunoon Community Council, the quorum shall one quarter of elected members.

#### 4. **Order of Business.**

##### Ordinary Meeting.

The order of business at every ordinary meeting of Dunoon Community Council shall be as follows:

- a. A welcome address from the Convener of the meeting.
- b. Recording of members attending and apologies received.
- c. Declarations of interest.
- d. Minutes of the last meeting of the Dunoon Community Council shall be submitted for approval.
- e. Appointments and resignations of any Community Councillors.
- f. Police report read.
- g. Invited guest presentations.
- h. Action points from previous meeting.
- i. Convener update.
- j. Secretary update.
- k. Treasurers report – to include balance sheet, income, and expenditure since last meeting.
- l. Any new business.
- m. Planning and licensing applications.
- n. Updates from ABC Councillors.
- o. Any other business for the benefit of Dunoon Community Council.
- p. Questions from the public.
- q. Date of the next meeting.

##### Annual General Meeting

It is permitted to hold an ordinary meeting at the close of the Annual General Meeting. This is to enable any outstanding reporting on business matters to be heard, and for Dunoon Community Council members and members of the public to have an opportunity to bring matters to the attention of the Dunoon Community Council, possibly for the inclusion on a future agenda. The Annual General Meeting will be held on the second Monday of May.

The order of business at every Annual General Meeting of Dunoon Community Council shall be as follows.

- a. A welcome address from the Convener of the meeting.

- b. Recording of members attending and apologies received.
- c. Declarations of interest.
- d. Minutes of the last Annual General Meeting of the Dunoon Community Council shall be submitted for approval.
- e. Conveners annual report.
- f. Secretaries annual report.
- g. Treasurer's annual report. – to include details of the audit, annual income, and expenditure in the past financial year.
- h. Election of Dunoon Community Council Officers, these are, The Convener, The Secretary, The Treasurer, and the Vice-Convener.
- i. Confirmation of the Constitution, The Complaints procedure, and the Standing Orders.
- j. Meeting dates for the next year to be confirmed.
- k. Date of the next Annual General Meeting to be confirmed.

#### Special Meetings.

The order of business at a special meeting of Dunoon Community Council shall be as follows.

- a. A welcome address from the Convener of the meeting.
- b. Recording of members attending and apologies received.
- c. Declarations of interest.
- d. Business for debate, as described in the calling notice for the Special Meeting.
- e. Public Questions.
- f. Convener to summarise and close the meeting.

#### **5. Order of Debate.**

a. The Convener shall decide all questions of order, relevancy and competency arising at meeting of the Dunoon Community Council and his/her ruling shall be final and shall not be open for discussion. In particular, the Convener shall determine the order, relevancy, and competency of all questions from the public in attendance at meetings of the Dunoon Community Council raised at 4, above. The Convener in determining the order, relevance and competency of the business and questions shall have particular regard to the relevance of the issue to the Dunoon Community Council and ensure that discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Convener shall have the power, in the event of disorder arising at the meeting, to adjourn the Dunoon Community Council meeting to a time he/she may then, or afterwards fix.

- b. Every motion shall be moved and seconded.
- c. After a mover of a motion has been called on by the Convener to reply, no other members shall speak to the question.
- d. A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover or seconder thereof.
- e. A motion or amendment which seeks to revoke or alter a previous decision of the Dunoon Community Council or has that effect, shall not be competent within six months of that decision.

## **6. Voting.**

- a. Voting shall be taken by a show of hands. Where meetings take place by remote or by hybrid means, unless a visible majority can be identified from a visible show of hands of members attending (in which case the Convener will declare a majority decision), the Convener should ensure all members attending via an audio only connection have all been in a position to cast their vote.
- b. In the event of an equality of votes the person presiding at the meeting will have a second or casting vote, except in the case of an appointment of a person to any office within Dunoon Community Council when a decision will be determined by lot.
- c. All members of the Dunoon Community Council are expected to cast a vote. There will normally be three options to vote. A vote for the motion, a vote against the motion and a vote to abstain.

## **7. Alteration of Standing Orders.**

A proposal to alter these Standing Orders may be proposed to Argyll and Bute Council by Dunoon Community Council, provided that notice of motion to that effect is given at the meeting of the Dunoon Community Council previous to that at which the motion is discussed. Argyll and Bute Council shall make the final decision on any proposed changes.

## **8. Committees.**

Dunoon Community Council may appoint such committees as it may from time to time for the purpose of advising Dunoon Community Council on any matter and shall determine their composition, terms of reference, duration, duties, and powers.

## **9. Suspension of Standing Orders.**

These standing orders shall not be suspended except at a meeting at which three-quarters of the total number of Dunoon Community Council members are attending and then only if the mover states the object of his/her motion and if two-thirds of the Dunoon Community Council members attending consent to such suspension.

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
G Robertson	Convener	T McCowan	Secretary
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
	13 <sup>th</sup> April 2026		13 <sup>th</sup> April 2026
<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
A Robertson MBE	Treasurer	T Warren	Vice-Convener
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
	13 <sup>th</sup> April 2026		13 <sup>th</sup> April 2026