

## **RAMSEY INTERNAL DRAINAGE BOARD**

### **STANDING ORDERS**

- 1. Responsibilities**
- 2. Membership**
- 3. Quorum**
- 4. Authority**
- 5. Conduct of Business between meetings**
- 6. Voting rights**
- 7. Debating and Voting Procedure**
- 8. Declaration of Interest**
- 9. Committee Meetings**
- 10. Order and Conduct of business.**
- 11. Disorderly Conduct.**
- 12. Committee Papers.**
- 13. Minutes.**
- 14. Variation of Standing Orders.**

## **RAMSEY INTERNAL DRAINAGE BOARD**

**(“The Board “)**

### **STANDING ORDERS**

#### **1.0 Responsibilities**

- 1.1 The responsibilities of the Board which are statutory are contained in the Land Drainage Act 1991 and the Byelaws of the Board made thereunder.

#### **2.0 Membership**

- 2.1 The membership shall be in accordance with the Land Drainage Act 1991 and the Ramsey Internal Drainage Board Order 2005 Schedules 1 & 2.
- 2.2 The Chairman of the Board (the Chairman) and the Vice-Chairman shall be appointed at an Annual General Meeting to be held between the 1<sup>st</sup> April and the 30<sup>th</sup> May in each year.

#### **3.0 Quorum**

- 3.1 One-third of the total number of members shall constitute a Quorum namely 4 members.

#### **4.0 Authority**

- 4.1 In the absence of the Chairman, the Vice-Chairman shall chair any meeting. In the absence of the Chairman and Vice-Chairman, the Chairman may nominate another member to chair the meeting in the absence of himself and the Vice-Chairman. In the absence of the Chairman, Vice-Chairman or nominated deputy, the Committee may elect a Member to chair a meeting. The Member who chairs the meeting shall exercise any power or duty of the Chairman, in relation to the conduct of the meeting.

#### **5.0 Conduct of Business between meetings**

- 5.1 Between meetings, authority to conduct urgent business shall be delegated to the Clerk to the Board in consultation with the Chairman, or in the absence of the Chairman, the Vice-Chairman and failing that any member of the Board. Any business conducted in this manner shall be reported to the next full meeting of the Board.

## **6.0 Voting Rights**

- 6.1 Subject to Standing Order 8 (Declaration of Interest) each Member of the Board shall have the right to:-
- (a) Require that a vote be taken on any matter before the Board;
  - (b) Vote in any debate;
  - (c) Have his views recorded in the Minutes of the meeting.
- 6.2 In the event of no majority decision the Chairman shall have a second or casting vote whether or not he has previously voted on the matter.

## **7.0 Debating and Voting Procedure**

- 7.1 Every motion or amendment shall be moved and seconded.
- 7.2 A member who speaks shall direct his speech to the motion under discussion or to a motion or amendment to be proposed by himself or to a question of order.
- 7.3 Except at the discretion of the Chairman, each member may address the Board only once on any motion or amendment. The mover of any original motion may reply at the close of the debate but shall not introduce any new matter into the debate. A member seconding an original motion may if he declares his intention to do so reserve his speech until a later period of the debate. A member may however at any time speak to a point of order, or explain a material part of his speech which he believes to have been misunderstood.
- 7.4 Except with the consent of the meeting the speech of the proposer shall not exceed 5 minutes and all other speeches shall not exceed 3 minutes.
- 7.5 A member while speaking shall not be interrupted except on a point of order; in which case the member speaking shall give way until the point of order has been disposed of.
- 7.6 A motion or amendment once made and seconded shall not be withdrawn without the consent of the meeting.
- 7.7 Every amendment shall be relevant to the motion on which it is moved.
- 7.8 Whenever an amendment to an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of; but notice of any number of amendments may be given.
- 7.9 An amendment shall be either:
- (a) To leave out words.
  - (b) To leave out words and insert or add others.
  - (c) To insert or add words.
- 7.10 If an amendment is rejected, other amendments may be moved on the original motion. If any amendment is carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.
- 7.11 Any member may at the close of any speech move (without debate) that the question be now put, and if the motion be seconded it shall be put, and if the motion be carried by a majority of two-thirds present and voting, the original question shall at once be put.
- 7.12 In the event of a motion being moved that the debate be adjourned, the Chairman shall call upon the mover of the resolution under discussion to speak on the question of adjournment, which shall not prejudice his right to reply on

- the original question and thereupon the motion shall be put to the vote. No motion for adjournment shall be moved except to a specified time and date.
- 7.13 The Board shall vote on all questions by a show of hands. On the demand of one-quarter of the members present the votes on any proposition shall be recorded following a call of names of the members of the Board.

## **8.0 Declaration of Interest**

- 8.1 All pecuniary interests of members of the Board shall be declared at the Annual General Meeting and be recorded by the Clerk to the Board.
- 8.2 The members of the Board shall declare any pecuniary interest in relation to any item on the Agenda to the Chairman at the commencement of any Board meeting and be recorded by the Clerk to the Board.
- 8.3 Having declared his interest as required by Standing Order 8.1 or 8.2 above the disclosure shall be recorded in the Minutes of the Board; and the Member shall not, without the consent of all the Board members attending such meeting take part in any deliberation or decision of the Board with respect to that matter.

## **9.0 Board Meetings**

- 9.1 (a) There shall be one Annual General Meeting held each year as mentioned in Standing Order 2.2.
- (b) There shall be one Extraordinary General Meeting held each year to receive the Independent Internal Auditor's Report no later than the 30<sup>th</sup> June in each year.
- (c) There shall be an Annual Inspection of the District's drains, plant and equipment between the 1<sup>st</sup> February and the 31<sup>st</sup> March each year and any decisions made at the said Annual Inspection shall be recorded by the Clerk to the Board and presented to the Annual General Meeting.
- (d) Additional meetings may be held at the request of the Chairman.
- 9.2 Notice of Meetings
- (i) Meeting shall be held at the office of the Clerk to the Board at 101 High Street, Ramsey, Huntingdon, Cambridgeshire PE26 1DA or any other appropriate venue.
- (ii) A programme for meetings shall be produced by the Clerk to the Board before the commencement of each calendar year.
- (iii) Notice of Meetings shall be given by the Agenda which will be dispatched by the Clerk to the Board not less than 7 days in advance of a meeting except in the case of urgent additional meetings for which the 7 day notice period may be waived by the Chairman.

## **10.0 Order and Conduct of Business**

- 10.1 The Agenda shall be prepared by the Clerk to the Board in consultation with the Chairman. Numbers for papers shall be allocated on the Agenda. All Officers shall attend as requested by the Chairman which shall include the Clerk to the Board and the District Officer and if so invited they shall have the right to speak.

- 10.2 The Board will conduct its business in public except for business which it deems to be confidential. In considering what should be deemed confidential the Board shall have regard to any guidance adopted by the Board in this regard.
- 10.3 Order of business shall be:
- (i) Elect Chairman if the usual Chairman or Vice-Chairman is absent and no deputy has been nominated by the Chairman;
  - (ii) Declarations of interest;
  - (iii) Approve the Minutes of the previous meeting as a correct record, to be signed by the Chairman.
  - (iv) Contribution by persons invited to speak to the Board under Standing Order 10.4.2.
  - (v) Chairman's Report, if any.
  - (vi) Other business as in Agenda.
  - (vii) Other business as the Chairman agrees.
  - (viii) Date and time and venue of the next meeting.
- 10.4.1 All business at Board meeting shall be conducted through the Chair, by participants speaking only when invited to do so by the Chairman of the meeting.
- 10.4.2 The Chairman of the meeting may, invite persons who are not Board members to attend a Board Meeting and address the Board.

## **11.0 Disorderly Conduct**

- 11.1 If at a meeting any member of the Board in the opinion of the Chairman misconducts himself by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the Board, the Chairman or any member of the Committee may move "that the member named be no longer heard" and the motion if seconded shall be put and determined without discussion.
- 11.2 If the member named continues his misconduct after a motion under the foregoing paragraph has been carried the Chairman shall:-  
EITHER move "that the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion)  
OR adjourn the meeting for such period as he in his discretion shall consider expedient.
- 11.3 If a member of the public interrupts the proceedings at any meeting the Chairman of the Board shall warn him. If he continues the interruption the Chairman shall order his 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.
- 11.4 In the event of general disturbance, which in the opinion of the Chairman, renders the due and orderly dispatch of business impossible, the Chairman in addition to any other power vested in him may, without question put, adjourn the meeting for such period as he in his discretion shall consider expedient.

## **12.0 Board Papers**

- 12.1 Submission of papers to the Board shall be to the Clerk to the Board not less than 14 days prior to the meeting.

- 12.2 With the exception of apologies and introductions, matters arising from the Minutes and confirmation of the date, time and venue of the next meeting and the Chairman's personal Report, all items on the Agenda shall normally be supported by paper.
- 12.3 Board papers may be submitted by Board members to the Clerk to the Board. Papers may also be submitted by any other Officer of the Board with the approval of the Chairman.
- 12.4 Subject to Standing Order 12.6 (Confidential Papers), Board Agendas and papers shall be available to members of the public and the press attending Board meetings.
- 12.5 Members of the public shall be permitted to obtain copies of Board Agendas and papers, subject to Standing Order 12.6, from the Clerk to the Board on payment as necessary in accordance with the Clerk's Office's relevant scheme of charges.
- 12.6 Board papers which are deemed to be confidential shall be marked "In Confidence" and printed on green paper. Access to such papers shall normally be confined to Board members, the Clerk to the Board, any of his assistants and those Officers of the Board entitled to attend the meeting under Standing Order 10.1 unless otherwise authorised by the Chairman.

### **13.0 Minutes**

- 13.1 Draft Minutes shall be prepared by the Clerk to the Board and circulated to Board members prior to the meeting.
- 13.2 In addition to the business on the Agenda the Minutes shall include a record of those members and Officers present and actions arising from business discussed. All paragraphs shall be sequentially numbered.
- 13.3 The Chairman, Vice-Chairman or nominated member or in their absence the appointed Chairman of the meeting (Standing Order 4.1 above) shall sign the Minutes of the previous meeting and initial each page, once approved by the Board at the subsequent meeting.
- 13.4 The Clerk to the Board shall retain a signed copy of the approved Minutes in a secure Minute Book for a period of 10 years; thereafter the Minutes shall be stored electronically.
- 13.5 Any revision to approved Minutes shall be noted on a separate sheet and, once approved by the Board shall be signed by the Chairman and retained with the original Minutes.

### **14.0 Variation of Standing Orders**

- 14.1 Any subsequent proposed variation to, or amendment of, the Standing Orders shall require the approval of the Board at an Annual General Meeting.

Note on Interpretation – all references to the male gender include the female gender.

Dated this            20<sup>th</sup>                            day of                            July                            2009

Signed by the Chairman of the Board ...P H WAGSTAFFE

Signed by the Clerk to the Board ... JOHN A R CHRISP