

STANDING ORDERS FOR SISTON PARISH COUNCIL

MEETINGS

1. Meetings of the Council shall normally be held on the third Thursday of every month, at Warmley War Memorial Hall and Community Centre, 20 Deanery Road, Kingswood, Bristol, BS15 9JB at 7.30 p.m. in the evening unless the Council otherwise decides at a previous meeting. In an emergency the Chair and Clerk should use their discretionary powers.
2. The Statutory Annual Meeting (a) in an election year shall be held on or within 14 days following the day on which the Councillors elected to take office (b) in a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.
3. In addition to the Statutory Annual Parish Council Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such places as the Council may direct.
4. Other meetings of the Council shall be held at such an hour and on such days as the Council may determine.
5. The Annual assembly of the Parish will take place on an agreed date between 1 March and 1 June.
6. If a member fails throughout six consecutive months to attend meetings of full council, he/she ceases automatically to be a member of the council, unless either he/she has a 'statutory excuse' or his/her failure is due to a reason approved by the council or he/she attended as a representative of the council at a meeting of any body of persons (such as a county association of local councils). The period begins with the last meeting attended.

CHAIRPERSON OF MEETING

7. That the person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

PROPER OFFICER

8. Where a statute, regulation, or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:
 - a) To receive and retain declarations of acceptance of office
 - b) To receive and record notices disclosing interests
 - c) To receive and retain plans and documents
 - d) To sign notices or other documents on behalf of the Council
 - e) To receive copies of byelaws made by the Unitary Council
 - f) To certify copies of byelaws made by the Council
 - g) To sign and issue summonses to attend meetings of the Council
 - h) To keep proper records of all meetings

- i) In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk
- j) To handle requests received under the Freedom of Information Act 2000 and Data Protection Act 1998
- k) To handle initially complaints made against the Parish Council in accordance with the Parish Council's Complaints Procedure
- l) To be responsible for the day-to-day administrative tasks and routine business related to the running of the Parish Council

QUORUM

- 9. Three members or one-third of the total membership, whichever is greater, shall constitute a quorum at meetings of the Council.
- 10. If a quorum is not present when the Council meets or if during a meeting the number of Councillors (not counting those debarred by reason of a declared interest) present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chair may decide.

VOTING

- 11. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- 12. (i) Subject to (ii) and (iii) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.
- (ii) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office, he/she may not give an original vote in an election for Chair.
- (iii) The person presiding must give a casting vote whenever there is an equality of votes in an election for the Chair.

ORDER OF BUSINESS

- 13. At each Annual Meeting the first business shall be:-
 - a) To elect a Chair of the Council
 - b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
 - d) To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the Council which have not been received as provided by law, shall be received.
 - e) To elect a Vice Chair
 - f) To appoint statutory or standing committees.
And shall thereafter follow the order set out in Standing Order 12.
 - g) To review the Council's Standing Orders & Financial Regulations.

14. At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chair, if the Chair and Vice- Chair be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
15. After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
 - a) After consideration to approve the signature of each page of the minutes by the person presiding as a correct record.
 - b) To adjourn the meeting for public participation.
 - c) To deal with business expressly required by statute to be done.
 - d) To receive and consider reports and minutes of committees and advisory committees.
 - e) To receive such communications as the presiding Chair may wish to lay before the Council.
 - f) To receive and consider reports from officers of the Council and from representatives of the Unitary Authority.
 - g) To consider motions or recommendations in the order in which they have been notified.
 - h) To consider matters arising from the previous minutes.
 - i) To authorise the signing of orders for payment.
 - j) Any other business specified in the summons.
 - k) To consider all correspondence.
 - l) To consider members' points of information agreed with the Chairman before the commencement of the meeting.
16. A motion to vary the order of business on the grounds of urgency
 - a) may be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
 - b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

17. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least ten clear working days before the next meeting of the Council.
18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
19. If a resolution or recommendations specified in the summons is not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a

matter or urgency, may allow it to be dealt with at the meeting at which it was moved.

21. Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE.

22. Resolutions dealing with the following matters may be moved without notice:
 - a) To appoint a Chair of the meeting.
 - b) To correct the minutes.
 - c) To approve the minutes.
 - d) To alter the order of business.
 - e) To proceed to the next business.
 - f) To close or adjourn the debate.
 - g) To refer a matter to a committee.
 - h) To appoint a committee or any members thereof.
 - i) To adopt a report.
 - j) To authorise the signing of documents.
 - k) To amend a motion.
 - l) To give leave to withdraw a motion or an amendment.
 - m) To extend the time limit for speeches.
 - n) To exclude the public/press.
 - o) To silence or eject from the meeting a member named for misconduct.
 - p) To give the consent of the Council where such consent is required by these Standing Orders.
 - q) To suspend any Standing Order except those underlined.
 - r) To adjourn the meeting.
 - s) To consider otherwise than in committee a question affecting an employee of the Council.

QUESTIONS

23. A member may ask the Chair any question concerning the business of the Council, provided 5 clear working days notice of the question has been given to the person to whom it is addressed before the meeting begins.
24. A member with or without notice may ask the Chair of a Committee any question upon the proceedings of the Committee then before the Council providing the question is put before the Council's consideration of those proceedings is finished.
25. Every question shall be put and answered without discussion.
26. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

27. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.

28. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- (b) A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- (c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- (d) No speech shall exceed five minutes except by consent of the Council.
- (e) An amendment shall be either:
- (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert or add words.
- (f) An amendment shall not have the effect of negating the motion before the Council.
- (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the Council has disposed of the amendment previously moved.
- (i) The mover of a resolution or of an amendment shall have a right of reply.
- (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
- (k) A member may make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A member shall be heard forthwith.
- (l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (m) When a resolution is under debate no other resolution shall be moved except the following:
- (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate.
 - (iv) That the question now be put.
 - (v) That a member named be not further heard.
 - (vi) That a member named leaves the meeting.
 - (vii) That the resolution be referred to a committee.
 - (viii) To exclude the public or press or both.
 - (ix) To adjourn the meeting.
29. (a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chair.
- (c) If two or more members wish to speak, the Chair shall call upon one of them to speak in turn and the others shall resume their seats.

- (d) Whenever the Chair rises during a debate all other members shall be seated and silent.

CLOSURE

30. At the end of any speech a member may, without comment, move “that the question now be put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such a motion is seconded and if Chair is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he/she shall forthwith put the motion. If the motion “that the question be now put” is carried, he/she shall call upon the mover to exercise or waive his/her right of reply, and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

RIGHT OF REPLY

31. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION.

32. A member may with the consent of his/her seconder; move amendments to his/her own resolution.

RESCISSION OF PREVIOUS RESOLUTION

33. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice thereof bears names of at least five members of the Council.
(b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
(c) This standing order shall not apply to resolutions moved in pursuance of the report or recommendation of a committee.

DISORDERLY CONDUCT

All Members must observe the Code of Conduct which was adopted by the Council on 16th May, 2019 a copy of which is annexed to these Standing Orders

34. (a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
(b) If, in the opinion of the Chair, there has been a breach of Standing Order a) in this section, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded shall be put forthwith and without discussion.

- (c) If a resolution made in accordance with Standing Order b) in this section is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he/she may adjourn the meeting.

VOTING ON APPOINTMENTS

35. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

36. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the press & public shall be excluded.

RESOLUTIONS ON EXPENDITURE

37. Any motion which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure shall, when proposed and seconded, stand adjourned without discussion to consider whether it desires to report thereon.

EXPENDITURE

38. Orders for the payment of money shall be authorised by resolution of the Council and signed by three members designated as authorised signatories for and on behalf of the Council.

SIGNING OF DOCUMENTS

39. (a) A document shall not be signed on behalf of the Council unless its signing has been authorised by a resolution.
(b) As Proper Officer of the Council, the Clerk is authorised to sign documents required by law.

COMMITTEES AND SUB-COMMITTEES

40. The Council may, at the Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual meeting and
 - (b) may appoint persons other than members of the Council to any committee and
 - (c) may at any time dissolve or alter the membership of a committee.

- (d) if a Councillor is unable to attend a meeting of a committee of which he/she is a member, he/she must notify the Clerk of that absence and, if possible, notify a named substitute.
41. The Chair and Vice- Chair shall be ex-officio members of every committee.
 42. Every committee shall at its first meeting, before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council.
 43. The Chair of a committee or the Chair of the Council may summon a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
 44. Every committee may appoint sub-committees for purposes to be specified by the committee.
 45. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
 46. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, three members will constitute a quorum. In the case of the Finance Committee, this shall meet quarterly.
 47. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contract and other matters shall apply to committees and sub-committee meetings insofar as they are appropriate.

VOTING IN COMMITTEES

48. Members of committees and sub-committees shall vote by show of hands or, if at least 2 members so request, by signed ballot.
49. The Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

50. A member who has proposed a motion which has been referred to any committee of which he/she is not a member, may explain his/her motion to the committee but shall not vote.
51. Any Council member shall, unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee of which he/she is not a member, and may speak but not vote.

WORKING GROUPS

52. (a) The Council may appoint Working Groups whose name and number of members will be recorded.
- (b) The Clerk shall inform the members of each Working Group of the terms of reference of the working group.
- (c) A Working Group may make recommendations and give notice thereof to the Council.
- (d) A Working Group may consist wholly of persons who are not members of the Council.

ACCOUNTS AND FINANCIAL STATEMENT

53. (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer. Unless it has been otherwise authorised by the Council, payment shall be authorised by the committee, if any, having charge of the business to which it relates or by the proper officer for payments with the approval of the Chair or Vice-Chair of the Council.
- (c) All payments authorised under sub-paragraph (b) of this Standing Order made without authority of the Council shall be separately included in the next schedule of payments laid before the Council.
54. The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval by a date as required by an Auditor appointed by the Audit Commission.

ESTIMATES

55. The Council shall approve written estimates for the coming financial year as previously prepared by the Finance Committee, at its ordinary meeting not later than the month of December subject to variation by resolution of Council on the advice of earlier requirements by South Gloucestershire Council.

INTERESTS AND CODE OF CONDUCT

56. The Council has adopted the Member's Code of Conduct as required by Section 30 of the Localism Act 2011. The code of conduct contains mandatory provisions covering:
- Selflessness
 - Integrity
 - Objectivity

- Accountability
- Openness
- Honesty
- Leadership

57. Members should record their personal interest and any gifts or hospitality that they receive as a consequence for their duties in public registers to be maintained by the Monitoring Officer of South Gloucestershire Council and published on the Parish Council's website.
58. Members should declare any personal interest before participating in Council business.

The Clerk shall compile and hold a Register of Member's interest, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk.

A candidate who fails to do so shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed the Standing Order on interest of members in contracts and other matters shall apply.

DISPENSATIONS

59. A member may submit a written request for a dispensation to the Clerk, ordinarily before the meeting or if not, before the item is discussed. Any such request must be considered and decided upon by the Council before the item is discussed. The Council can grant the dispensation for one or more of the reasons listed in section 33 of the Localism Act 2011.

The Act allows the Council to grant dispensation in the following circumstances for a specified period of time not exceeding 4 years, if:

- (i) *So many members of the decision-making body (**i.e. Council**) have **Disclosable Pecuniary Interests** in a matter that it would "impede the transaction of the business". In practice this means that the decision-making body would be inquorate as a result;*
- (ii) *That, without the dispensation, the representation of different political groups on the body transacting the business would be **so** upset as to alter the outcome of any vote on the matter;*
- (iii) *That the Council considers that the dispensation is in the interests of persons living in the parish;*

- (iv) *That the Council considers that it is otherwise appropriate to grant a dispensation.*

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

60. (a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this subparagraph of this Standing Order to every candidate.
- (b) A member of the Council shall not solicit for any person any appointment under the Council, or of any committee, or recommend any person for such appointment or for promotion; but, nevertheless, a member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
61. Standing Orders no's 57 and 58 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

62. A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
63. (a) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.
- (b) The Minutes of the Council shall be open to inspection by any elector of the parish.
- (c) Unless the Council otherwise orders, a copy of each letter ordered to be sent to the Principal Authority shall be transmitted to the Councillor for the Ward, as the case may require.

UNAUTHORISED ACTIVITIES

64. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council unless authorised to do so by the Council or the relevant committee or sub-committee:-
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) Issue orders, instructions or directions.

The Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all functions, and in particular to serve or issue all notifications required by law of a local authority's Proper Officer. The Clerk is the only person to issue correspondence as a result of instruction of, or the known policy of the Council unless the Parish Council resolves otherwise.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

65. The public and the press shall be admitted to all meetings of full Council (held on the third Thursday of every month) and its committees (that meet on an ad hoc

basis) which may, however, temporarily exclude the public or the press or both by means of the following resolution.

“ That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest, that the public and press be temporarily excluded, and they are instructed to withdraw”.

NOTE: the special reason should be stated.

66. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
67. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she is removed from the meeting, or that part of the room opened to the public be cleared.

CONFIDENTIAL BUSINESS

68. (a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or sub-committee as the case may be.
- (b) Any member in breach of the provisions of paragraph (a) on this Standing Order shall, after appropriate investigation, be removed from any committee or sub-committee of the Council, by the Council.

LIAISON WITH COUNCILLORS OF APPROPRIATE PRINCIPAL AUTHORITIES

69. A Summons and agenda for each meeting shall be sent, together with an invitation to attend, to the Principal Authority Councillor, for the appropriate division or Ward.

PLANNING APPLICATIONS

70. (a) The Clerk shall, as soon as it is received, enter in a record kept for the purpose the following particulars of every planning application notified to the Council:
- (i) The date on which it was received.
 - (ii) Application number
 - (iii) The address or place to which it relates.
 - (iv) A summary of the nature of the application.
- (b) The Clerk shall refer as soon as possible every planning application to the appropriate Councillor appointed by the Council to study and report on such applications.

STANDING ORDERS ON CONTRACTS

71. Where it is intended to enter into a contract on behalf of the Council exceeding £2,500 but not exceeding £50,000 in value for the supply of goods and materials for the execution of works the Clerk shall give notice of such intention in the same manner as public notice of the Council meetings are given.

Where the Council wishes to enter into a contract with an estimated value of between £2,500 and £9,999 TWO quotations shall be sought.

Where the Council wishes to enter into a contract with an estimated value of between £10,000 and £49,999 THREE quotations shall be sought.

The Council is not bound to accept the lowest quotation as long as it can be demonstrated that best value has been obtained.

Where the value of the intended contract exceeds £50,000, similar notice shall be given in addition to a public notice in the newspaper circulating in the area.

Notice of a contract exceeding £50,000 shall state the general nature of the intended contract and shall give contact details if tenders are invited and the closing date for those tenders. If no tenders are received or if all tenders are identical the Council shall make such arrangements as it sees fit for the procurement of goods and materials or for executing works.

A statement issued under this Standing Order shall contain a statement of effect of Standing Order Numbers 56, 57, & 58.

CODE OF CONDUCT ON COMPLAINTS

72. The Council shall deal with complaints in accordance with its adopted code.

FAILURE TO ATTEND COMMITTEE MEETINGS

73. Any member of the Council being a member of a committee who fails to attend a Council Committee Meeting for a period of six months commencing with the date of the first meeting missed shall no longer be a member of the committee nor be eligible for re-election to the committee until the following Annual Council Meeting unless the committee has formally accepted the Member's reason for absence.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

74. Any or every part of the Standing Orders except those required by statute, (which are underlined), may be suspended by resolution in relation to any specific item of business.
75. A motion permanently to vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

76. A printed copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office.

Standing Orders reviewed and adopted unchanged by Council 4th May 2021.