



# **STANDING ORDERS FOR COMMITTEE MEETINGS**

**Approved:** June 2018. Reviewed April 2023

# **Northern Ireland Local Government Officers' Superannuation Committee**

## **STANDING ORDERS FOR COMMITTEE MEETINGS**

### **1. Proceedings**

- 1.1 The meetings and proceedings of the Committee shall be conducted in accordance with these Standing Orders.
- 1.2 The Proceedings of the Committee shall not be invalidated by any vacancy in its membership or by any defect in a member's appointment, except in so far as paragraph 19.1 applies.

### **2. Attendees**

- 2.1 All Committee Members, the Secretary and Deputy Secretary will be invited to attend meetings of the Committee, save on occasions when the Committee determines that it should meet without Executive Officers present.
- 2.2 The Chairperson will determine if other officers, advisors or any other person whatsoever should attend a meeting.
- 2.3 The Chairperson may determine that a Member must leave the meeting due to a potential conflict of interest, as declared by the Member under paragraph 23, if they have not already withdrawn. The Chairperson should also decide if any other person should leave a meeting to allow for consideration of confidential matters.

### **3. Calling Meetings**

- 3.1 Ordinary meetings of the Committee shall be held at regular intervals not exceeding three monthly and at such times and places as the Committee shall determine. Meetings will normally be held at the Committee's offices.
- 3.2 The Chairperson may call a meeting of the Committee at any time.
- 3.3 The Chairperson, or in his absence the Secretary, shall call a meeting of the Committee for a special purpose after being so requested by a third of members in a signed petition.
- 3.4 If a meeting is not arranged after a requisition signed by at least the majority of all Members has been presented to the Chairperson or if, without refusing, the Chairperson does not call a meeting within seven days after such requisition has been presented to him, those majority Members may forthwith call a meeting.

### **4. Notice of Meetings**

- 4.1 Before each meeting of the Committee a notice of the meeting setting out the date, time and place of the meeting as well as an agenda setting out the purpose and business of the meeting and the convenor of the meeting shall be delivered to every member at least three days before the meeting.
- 4.2 Members should inform the Secretary of non-attendance on receipt of notice of meeting.
- 4.3 All reports and documents referred to in, or to be read with, the agenda will be circulated with the Notice of Meeting. Any report or document which for good reason cannot be circulated with the agenda may be tabled and considered at the discretion of the Chairperson.

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- 4.4 If due notice of any meeting, or any agenda or associated paper, is not received by any member, this shall not affect the validity of the relevant meeting.

#### **5. Setting the Agenda**

- 5.1 The Committee may determine that certain matters shall appear on every agenda and shall be discussed prior to any other business being conducted.
- 5.2 A Member desiring a matter to be included in the agenda shall make his/her request in writing to the Secretary at least 14 days before the meeting. Requests made less than seven days before a meeting may be included on the agenda at the discretion of the Chairperson.
- 5.3 No matter of business not set out in the agenda shall be discussed or decided at a meeting, except with the consent of the majority of members present at the meeting.

#### **6. Business at Meetings**

- 6.1 The order of business at each ordinary meeting shall be:-
- (i) Declaration of Interests
  - (ii) Noting of Apologies;
  - (iii) Approval and signing of Minutes of previous meeting(s);
  - (iv) Matters Arising;
  - (v) Items for Approval;
  - (vi) Items for Noting;
  - (vii) Any Other Business.
- 6.2 New business shall be considered in the order in which it is listed in the agenda. The order of business may be varied by the Chairperson, with the consent of the majority of members present.

#### **7. Chairperson of Meeting**

- 7.1 At any meeting of the Committee the Chairperson, if present, shall preside. If the Chairperson is absent from the meeting the Deputy-Chairperson, if present, shall preside. If the Chairperson and Deputy-Chairperson are absent, such Member as the Members present shall choose shall preside.
- 7.2 If the Chairperson is absent temporarily on the grounds of a declared conflict of interest, the Deputy-Chairperson, if present, shall preside. If the Chairperson and Deputy-Chairperson are absent, or are disqualified from participating, such Member as the Members present shall choose shall preside.

#### **8. Notice of Member Motion**

- 8.1 Except as provided for in Standing Order 8.3 no Member Motion shall be made at any meeting of the Committee unless a written notice of such motion, signed by the member giving the notice, shall have been received by the Secretary 14 days before the meeting. The Secretary shall endorse the date of receipt on the notice.

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- 8.2 If a motion, notice of which is specified in the summons convening the meeting, be not moved either by the member who has given the notice or by some other member on his/her behalf, it may not be moved without fresh notice in accordance with paragraph 8.1.
- 8.3 A motion may be made without notice on any of the following matters:-
- (i) the choice of a Chairperson for a meeting in accordance with Standing Orders;
  - (ii) any ordinary business specifically brought forward by the Chairperson;
  - (iii) the adjournment of the meeting or the debate;
  - (iv) the giving of precedence to any particular business;
  - (v) the appointment of any Sub-Committee or any member or members thereof;
  - (vi) the exclusion of Members with a declared conflict of interest, officers, or advisors;
  - (viii) the exclusion of any other person whatsoever.
- 8.4 When a motion is under discussion or immediately prior to discussion, it shall be open to a member to move:-
- (i) an amendment to the motion;
  - (ii) the adjournment of the discussion or the meeting;
  - (iii) that the meeting proceed to the next business;
  - (iv) the appointment of an ad hoc committee to deal with specific items of business;
  - (v) that the question be now put.
- 8.5 The mover of a motion shall have a right of reply at the close of any discussion on the motion or any amendment thereto.

### **9. Withdrawal of Motion or Amendments**

- 9.1 A motion or amendment once removed and seconded may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Chairperson.
- 9.2 If a motion or amendment is not seconded or is withdrawn, no minute will be kept of that motion.

### **10. Motion to Rescind a Resolution**

- 10.1 Notice of motion to amend or rescind any resolution (or the general substance of any resolution) which has been passed within the preceding six calendar months, shall bear the signature of the member who proposes it and also the signature of one other member.
- 10.2 When any such motion has been disposed of by the Committee, it shall not be competent for any member, other than the Chairperson, to propose a motion to the same effect within six months.

### **11. Points of Order**

- 11.1 A member may call the attention of the Chairperson to a point of order which shall be immediately ruled upon. Such points of order must be strictly confined to questions relating to the rules of debate.

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#### **12. Chairperson's Ruling**

- 12.1 The decision of the Chairperson on questions of order, relevancy and regularity (including procedure on handling motions) and interpretation of the Standing Orders, shall be final. The Chairperson shall be advised by the Secretary.

#### **13. Voting**

- 13.1 Every motion at a meeting shall be determined by a majority of the votes of the members present voting on the question and, in the case of any equality of votes, the person presiding shall have a second vote which is the casting vote.
- 13.2 All motions put to the vote shall, at the discretion of the Chairperson, be determined by oral expression or by a show of hands provided that, upon any question the Chairperson may direct or it may be proposed, seconded and carried that a vote be taken by paper ballot.
- 13.3 If a member so requests, his vote shall be recorded by name.
- 13.4 If at least one third of the members present so request, the voting (other than by paper ballot) on any question may be recorded to show how each member present voted or abstained.
- 13.5 With the exception of Standing Orders 13.6 – 13.8 below, in no circumstances may an absent member vote by proxy. Absence is defined as being absent at the time of the vote.
- 13.6 In exceptional circumstances, including but not limited to where time or geographical constraints prevent the convention of a meeting, at the discretion of the Chairperson and with the consent of the majority of members, the voting process may be conducted electronically via email.
- 13.7 In those circumstances where voting is conducted by email, the normal voting provisions set out in Standing Orders will apply.
- 13.8 The Secretary will be responsible for coordinating the receipt and maintaining a record of votes cast by email.

#### **14. Deferred or Withdrawn Papers**

- 14.1 At the discretion of the Chairperson, and with the consent of the majority of members present, items of business may be deferred due to time constraints or pending the outcome of some other event. The reason for the deferred should be recorded in the minutes and no action should be taken on deferred items of business until the paper is resubmitted and approved by the Committee.
- 14.2 On occasion, items of business included in the agenda may be withdrawn prior to or at a meeting. In such circumstances, papers will be recorded as withdrawn in the minutes and no action should be taken in respect of the withdrawn paper.

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#### **15. Minutes**

- 15.1 The minutes of the proceedings of a meeting shall be drawn up and submitted for agreement at the next ensuing meeting where they shall be signed by the person presiding at it.
- 15.2 The minutes shall show:-
- (i) the date, time and place of the meeting;
  - (ii) the names of all members of the Committee invited to the meeting;
  - (iii) the name of any person who attended the meeting and the capacity in which each attended, and
  - (iv) any decisions made at the meeting.
- 15.3 Minutes shall be sent to each member of the Committee at least three clear working days before the meeting next following that to which the minutes relate. Provided that where two meetings are held within 21 days the minutes of the earlier meeting may be held over for confirmation at the second meeting following that to which the minutes relate.
- 15.4 No discussion shall take place upon the minutes except upon the accuracy or where the Chairperson considers discussion appropriate. Any amendments to the minutes shall be agreed and recorded at the meeting.
- 15.5 Minutes shall be retained in a book kept for that purpose.

#### **16. Suspension of Standing Orders**

- 16.1 Except where this would contravene any statutory provision or any direction made by the Department any one or more of these Standing Orders may be suspended at any meeting, provided that at least two thirds of the whole number of Members of the Committee are present. The arrangements in Standing Order 13 shall apply to voting. The reasons for suspension shall be recorded in the minutes.

#### **17. Variation and Revocation of Standing Orders**

- 17.1 These Standing Orders shall not be varied or revoked except upon a notice of motion in accordance with Standing Order 8 and unless there are at least two thirds of the whole number of Committee Members present and provided that any variation or revocation does not contravene any statutory provision or direction made by the Department.

#### **18. Record Of Attendance**

- 18.1 The names of the members and officers present at the meeting shall be recorded in the minutes. A record of attendance at Committee and Sub-Committee meeting shall be retained by the Secretary.

#### **19. Quorum**

- 19.1 The quorum of the Committee shall be six, or some other number as the Committee may, with the approval of the Department, determine.

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#### **20. Deputations**

- 20.1 Deputations may only be admitted to a meeting of the Committee provided the Secretary shall have received ten clear days notice of the intended deputation and the reason for its request to address the Committee. The privilege of such deputations shall be confined to the presentation of a statement and the making of not more than two addresses by each deputation lasting no longer than ten minutes.

#### **21. Rules of Debate and Disorderly Conduct**

- 21.1 Committee Members shall address the Chairperson when speaking. Only one Member shall speak at a time and shall not be interrupted by another member unless the interruption is to advance a point of order. If two or more members wish to speak, the Chairperson shall decide who shall speak first.
- 21.2 The decision of the Chairperson on the rules of debate shall be final.
- 21.3 The Chair shall have the power to direct a member to discontinue speaking in the event of his speech being irrelevant or out of order.
- 21.4 No member shall impute motives or use offensive language in respect of any other member, officer or person present,
- 21.5 If during a meeting a Member, in the opinion of the Chairperson, misconducts himself by disregarding the rule of the Chairperson, or by behaving irregularly, improperly or offensively, the Chairperson or any other Member may move that the Member named be not further heard.
- 21.6 If the Member continues the misconduct, the Chairperson shall order that the Member be removed from the meeting.
- 21.7 In the event of a general disturbance, which in the opinion of the Chairperson renders the due and orderly dispatch of business impossible, the Chairperson may adjourn the meeting until such a time as he considers it appropriate to continue.

#### **22. Expenses and Allowances**

- 22.1 Reasonable out of pocket expenses of the Committee incurred in connection with the discharge of their duties shall be reimbursed on the submission of a valid expenses claim.
- 22.2 Claims must be made using an approved Expense Claim form, which should be returned to the Secretary for authorisation within 30 days of the expense being incurred. A valid receipt is required for all expenditure other than mileage, in accordance with the Purchasing Policy.
- 22.3 With the approval of the Department, the Committee may, in addition, pay to the Chairperson such allowance as it considers to be reasonable. The Committee may also, in addition, pay to a member of the Committee such allowance as determined by the Department.

#### **23. Conflicts of Interest**

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- 23.1 All Committee members must comply with the Code of Conduct for Committee members, complete the Register of Interests and declare at the start of each meeting any potential conflict of interest relevant to the matters under discussion.
- 23.2 Committee members with a potential conflict of interest should not participate in the discussion or determination of the matter of which a potential conflict of interest exists and should normally withdraw from the meeting.
- 23.3 In the absence of specific direction in these Standing Orders or the Code of Conduct for Committee Members, the Chairperson shall determine the method of managing the potential conflict of interest.