



# POOLE CHARTER TRUSTEES



# STANDING ORDERS

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## **1 INTRODUCTION**

- (a) These Standing Orders are to be read in conjunction with the relevant sections of the Local Government Act 1972, with particular reference to the remit of Charter Trustees. These functions are limited to:
- Appointing a mayor.
  - Ensuring the safe custody of the Charter of Incorporation; and
  - Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.

All events undertaken by the Mayor's office should have as a guiding principle the enhancement of the Mayoralty.

- (b) Charter Trustees are reminded that their membership of the Charter Trustee body is based upon them being members of Bournemouth, Christchurch and Poole Council, representing the relevant wards as defined in The Local Government (Structural and Boundary Changes) (Supplementary Provision and Miscellaneous Amendments) Order 2019 (S.I. 2019/615). The Councillors Code of Conduct, therefore, applies to Charter Trustee business.
- (c) These Standing Orders are minimal, and it is assumed throughout that Charter Trustees will be guided by their knowledge of the conduct of public affairs.

## **2 MEETINGS OF THE CHARTER TRUSTEES**

- (a) The Annual General Meeting of the Charter Trustees shall be held within 21 days of the Annual Meeting of Bournemouth, Christchurch and Poole Council. The meeting shall be held at such a time and place as the Charter Trustees may determine.
- (b) Including the Annual General Meeting, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees. The dates of such meetings to be determined by the Mayor.
- (c) The Mayor may call extra meetings if they consider this necessary. Except in an emergency, 5 clear days' notice will be given.

## **3 ELECTION OF CHARTER MAYOR, DEPUTY CHARTER MAYOR AND SHERIFF**

- (a) At the Annual General Meeting, the Charter Trustees shall elect a Charter Mayor, Deputy Charter Mayor and Sheriff from within the Charter Trustee body.
- (b) Should any office referred to in (a) above become vacant either by death or resignation, under the terms of the Local Government Act of 1972, an election must be held not later than the next ordinary meeting of the Charter Trustees. The procedure to be followed is that laid down for an ordinary election at an Annual General Meeting.

#### **4 APPOINTMENT OF OFFICERS**

- (a) Officers shall be appointed by Bournemouth, Christchurch and Poole Council to cover the secretarial and financial requirements of the Charter Trustees. Such officers to hold qualifications suitable to the role.
- (b) A Mace-bearer(s) shall be appointed by Bournemouth, Christchurch and Poole Council to act as Mayor's attendant and driver.
- (c) Where an officer has not been appointed by Bournemouth, Christchurch and Poole Council, the Charter Trustees may, if they think fit, appoint and fix the remuneration of some suitably qualified person, to carry out the duties of the relevant post until a permanent officer is appointed.
- (d) The proportionate cost of the officers in paragraphs (a) to (c) above shall be recharged to the Charter Trustees and included within the annual budget.

#### **5 APPOINTMENT OF HONORARY OFFICERS**

- (a) **Honorary Clerk to the Charter Trustees.** An Honorary Clerk to the Charter Trustees shall be appointed by Bournemouth, Christchurch and Poole Council to supervise the arrangements for all ceremonial occasions and ensure that these are conducted in accordance with custom and usage. The Honorary Clerk may attend Charter Trustee meetings and speak but not vote.
- (b) **Mayor's Chaplain.** The Mayor may, if they so wish, appoint a Chaplain.

#### **6 ORDER OF PRECEDENCE IN PROCESSION**

This shall be:

Sheriff of Poole and the Sheriff's Lady/Escort

Maces – borne by the Macebearers

Mayor and Mayoress / Escort

Honorary Clerk to the Charter Trustees

Deputy Mayor and Deputy Mayoress / Escort (\* see note below)

Honorary Freemen and Honorary Aldermen (in order of appointment)

Charter Trustees (in order of seniority of service)

\* Except when deputising for the Mayor, when he/she assumes the Mayor's position.

## **7 CHAIRMAN**

- (a) Meetings shall be chaired by the Charter Mayor, or in their absence, the Deputy Charter Mayor.
- (b) If both the Charter Mayor and the Deputy Charter Mayor are absent, the Charter Trustees shall elect one of their number as chairman (subject to there being a quorum present.)
- (c) If an elected chairman is chairing the meeting, and either the Charter Mayor or the Deputy Charter Mayor arrives, the Charter Mayor or Deputy Charter Mayor shall take the chair AFTER the completion of the item under discussion. A similar procedure will occur if the Charter Mayor arrives when the Deputy Charter Mayor is in the chair.

## **8 ATTENDANCE**

- (a) The Clerk to the Charter Trustees will attend ALL meetings.
- (b) The Financial Officer will attend budget meetings and any other meetings where their attendance is required.

## **9 QUORUM**

- (a) The quorum shall be at least one-third of the whole number of charter trustees.
- (b) If, after a meeting has commenced, Charter Trustees leave and the total number of members drops below the quorum, the meeting shall be abandoned as inquorate.
- (c) The remaining business will be transferred to the next ordinary Charter Trustees' meeting, and be taken immediately after the minutes, or to a time fixed by the Mayor at the time the meeting is adjourned.

## **10 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING**

- (a) Election of Charter Mayor, and appointment of Mayoress/Escort.
- (b) Election of Deputy Charter Mayor, and appointment of Deputy Charter Mayoress/Escort.
- (c) Election of the Sheriff of Poole and the appointment of the Sheriff's Lady/Escort.
- (d) Appointment of one representative and a substitute to the Association of Charter Trustees.
- (e) Appointment of budget signatories.
- (f) Agree a Calendar of Meetings.
- (g) Any other business deemed necessary by the Clerk to the Charter Trustees

## **11 ORDER OF BUSINESS AT OTHER MEETINGS**

- (a) To appoint a Chairman if the Mayor and Deputy Mayor are absent.
- (b) Declarations of Interest to be completed, where appropriate.
- (c) To approve, accept and sign as a true record the Minutes from the previous meeting.
- (d) To deal with any matters arising from the Minutes.
- (e) To deal with any matters outstanding from a previous meeting deemed inquorate.
- (f) To receive the Charter Mayor's Report.
- (g) To receive and consider reports, minutes and recommendations from other Committees (where appointed).
- (h) To receive and consider other reports.
- (i) To consider any other business as previously advised to the Clerk to the Charter Trustees.

## **12 SPECIAL MEETINGS**

Only those items for which the meeting was called shall be discussed. (i.e., no matters from previous minutes).

## **13 CONDUCT OF A MEETING**

- (a) The Clerk to the Charter Trustees shall set out in the summons (agenda) for every Meeting, notice of all motions received by letter or email delivered by 12 noon seven clear working days before the meeting of the Charter Trustees.
- (b) Minutes will only be discussed as to accuracy. Any question raised pertaining to their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the Minutes.
- (c) Charter Trustees shall not speak for a second time on the same subject until all Charter Trustees who wish to, have spoken except:
  - 1. to make a point of order or give an explanation
  - 2. to move to the next business
  - 3. to move that a vote be taken.
- (d) A Charter Trustee when speaking shall address the Mayor (or Chairman). If two or more Charter Trustees indicate, the Mayor (or Chairman) shall call on one to speak; the other or others shall be invited to speak later. While a Charter Trustee is speaking, the other Charter Trustees shall remain silent, unless indicating to a point of order or in personal explanation. All requests to speak shall be through the Chair.

- (e) Whenever the Mayor (or Chairman) calls for order during a debate, a Charter Trustee then speaking shall cease speaking and the Charter Trustees will be silent.
- (f) The Mayor (or Chairman) may call upon any Officer of the Charter Trustees to explain or advise upon any point under discussion or such Officer may speak with the permission of the Mayor to explain any point about which they consider a doubt exists.
- (g) On any motion being moved, the Charter Mayor (or Chairman) will ask for a seconder.
- (h) A motion may be moved when the Mayor (or Chairman) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The Mayor (or Chairman) may, at any time, ask an officer to explain or advise on the matter under discussion.
- (i) Voting will be by a show of hands with the Charter Mayor/Chairman having a casting vote. On the requisition of any Charter Trustee the voting on any question shall be recorded so as to show whether each Charter Trustee present and voting gave their vote for, against or abstained.

#### **14 MOTIONS AFFECTING MEMBERS OF STAFF**

If any matter arises at a meeting of the Charter Trustees (or a committee thereof) as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Charter Trustees, such question shall not be the subject of discussion until the Charter Trustees or Committee, as the case may be, has moved a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960, Section 1[2].

#### **15 DISORDERLY CONDUCT**

- (a) If at a meeting any Charter trustee, in the opinion of the Mayor or Chairman, notified to said meeting, misconducts them self by persistently disregarding the rule of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Charter Trustees, the Mayor, Chairman or any other Charter Trustee, may move “That the Charter Trustee named be not further heard”, and the motion, if seconded, shall be put and determined without discussion.

##### **Continuing misconduct by a named Charter Trustee**

- (b) If the Charter Trustee named shall continue his misconduct after a motion under the foregoing paragraph has been carried, the Mayor or Chairman shall:
  - (1) EITHER move “That the Charter Trustee named do leave the Meeting (in which case the motion shall be put and determined without seconding or discussion);
  - (2) OR, adjourn the Meeting of the Charter Trustees for such period as they, in their discretion, shall consider expedient.

## **16 VOTING ON APPOINTMENTS**

Where there are more than two persons nominated for any position to be filled by the Charter Trustees, and of the votes given there is not a 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 shall be taken, and so on until a majority of votes is given in favour of one person.

## **17 RECORD OF ATTENDANCES**

Every Charter Trustee attending a Meeting of the Charter Trustees shall sign their name in the attendance book provided for that purpose, and every Charter Trustee attending some other Meeting, conference or inspection on approved duty shall sign their name in the register for that purpose.

## **18 CANVASSING OF AND RECOMMENDATIONS BY CHARTER TRUSTEES**

- (a) Canvassing of Charter Trustees directly or indirectly for any appointment under them shall disqualify the candidate concerned from that appointment. The purport of this paragraph of this standing order shall be notified to all applicants for such appointment.
- (b) A Charter Trustee shall not solicit for any person any appointment under the Charter Trustees, but this shall not preclude a Charter Trustee from giving a written testimonial of a candidate's ability, experience or character for submission to the Charter Trustees with an application for appointment.

## **19 RELATIVES OF CHARTER TRUSTEES OR OFFICERS**

- (a) A candidate for any appointment under the Charter Trustees who knows that they are related to any Charter Trustee or Officer of the Charter Trustees, shall when making application, disclose that relationship to the Clerk to the Charter Trustees. A candidate who fails to disclose such a relationship shall be disqualified from the appointment, and if appointed shall be liable to dismissal without notice. Every Charter Trustee and Officer of the Charter Trustees shall disclose to the Clerk to the Charter Trustees any relationship known to them to exist between them and any person whom they know is a candidate for an appointment under the Charter Trustees. The Clerk to the Charter Trustees shall report to the Charter Trustees or the appropriate Committee any such disclosure made to them.
- (b) For the purpose of this Standing Order, persons shall be deemed to be related if they are married/in a civil partnership or living together or if there is any familial relationship to either partner.

## **20 AUTHENTICATION OF DOCUMENTS**

- (a) Where any document will be a necessary step in legal proceedings on behalf of the Charter Trustees, it shall, unless any enactment otherwise requires or authorises, or the Charter Trustees give the necessary authority



to some other person for the purpose of such proceedings, be signed by the Clerk to the Charter Trustees.

- (b) Charter Trustee minutes shall be available for inspection by the Charter Trustees at any time.

## **21 APPOINTMENTS OF COMMITTEES / WORKING GROUPS**

- (a) The Charter Trustees may, at any time, appoint such committees and working groups as they may deem necessary to carry out the work of the Charter Trustees, including disciplinary and grievance panels, but, subject to any statutory provision in that behalf:
  - (1) Shall not appoint any member of a committee or working group so as to hold office later than the next Annual General Meeting of the Charter Trustees.
  - (2) May at any time dissolve a committee or working group or alter its membership.
  - (3) All committees and working groups shall be proportionally representative of the recognised political groups of the Charter Trustees, unless any such group wishes to forgo places on these committees or working groups.
- (b) Every committee and working group shall, at its first meeting before proceeding to any other business, elect a Chairman for that year. In the absence from a Meeting of the Chairman, a Chairman for THAT meeting shall be appointed.
- (c) Except where authorised by a statute or ordered by the Charter Trustees business shall not be transacted at a meeting of any committee or working group unless at least one third of the whole number of the committee or working group is present.
- (d) Provided that in no case shall the quorum of a committee or working group be less than three.
- (e) A Charter Trustee who has moved a motion that has been referred to any committee or working group shall have notice of the meeting of the committee or working group at which it is proposed to consider the motion. They shall have the right to attend the meeting and if they attend shall have an opportunity of explaining the Motion.

## **22 ATTENDANCE OF CHARTER TRUSTEES AT COMMITTEE AND WORKING GROUP MEETINGS**

Any Charter Trustee may be present and take part in any meeting of a committee or working group notwithstanding that they are not a member of such committee or working group but they will not be permitted to vote.

**23 AMENDMENTS TO STANDING ORDERS**

Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Charter Trustees.

**24 SUSPENSION OF STANDING ORDERS**

Any of the preceding Standing Orders may be suspended so far as regards any business of the meeting where its suspension is moved. The Standing Order or Orders to be suspended shall be specified.

**25 INTERPRETATION OF STANDING ORDERS**

The ruling of the Mayor or Chairman as to the constructions or application of any of the Standing Orders or as to any proceedings of the Charter Trustees, shall not be challenged at any Meeting of the Charter Trustees. Provided always that nothing herein shall prejudice statutory provisions.

**26 STANDING ORDERS TO BE GIVEN TO CHARTER TRUSTEES**

An electronic copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Charter Trustees, shall be provided to any Charter Trustee by the Honorary Clerk to Charter Trustees upon request.