



BOROUGH OF COWBRIDGE



Standing Orders

**FOR THE TRANSACTION OF THE BUSINESS
OF THE COUNCIL**

AND

BYE-LAW DETERMINING FINES.



A. W. GWYN,

Town Clerk.

1943.

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Standing Orders of the Council.

1.—*As to the Meetings of the Council, and the manner of conducting the proceedings thereof.*

I.—All Quarterly and Monthly Meetings of the Council, other than on the 9th day of November, shall be held at the times resolved upon at the Quarterly Meeting of the Council, held on the 9th day of November in each year, unless under special circumstances the Mayor shall fix some other hour for holding any Meeting.

II.—The Public shall be admitted to the Council Chamber during the transaction of business, except on occasions when the Council shall deem it prudent or right that any particular business shall be transacted with closed doors.

III.—The order of business at meetings of the Council, but not at Committee Meetings, shall be as follows :—

- (1) To read the Minutes and proceedings of the previous meeting.
- (2) Reports and minutes of Committees.

- (3) Official announcements and reports of the Town Clerk.
 - (4) The Mayor's communications.
 - (5) Memorials and Deputations.
 - (6) Business remaining from last meeting (if any).
 - (7) Motions of which notices have been given.
 - (8) Motions of which no notices have been given.
- "The Mayor's communications" shall mean all communications received by the Mayor before the Council Meeting.

IV.—At every Meeting of the Council, all motions whether original motions or amendments, shall, if required by the chairman, be reduced into writing, signed by the mover, and handed to the Town Clerk immediately on being moved; and no motion or amendment shall be put to the vote unless it be both moved and seconded.

V.—Any member submitting an original motion shall read the same before speaking upon it.

VI.—All questions shall be determined by a *show of hands*, unless any Member of the Council shall demand the names to be taken down, and the votes recorded, in which case the names for and against the motion or amendment as well as the names of the Members neutral, shall be taken down by the Town Clerk, and entered on the minutes.

VII.—When an amendment is moved upon an original proposition, no second amendment shall be taken into consideration until the first amendment is disposed of.

VII.—If a first amendment be carried, it displaces the original question, and becomes itself the question whereupon any further amendment may be moved.

IX.—If the first amendment be negatived, then a second amendment may be moved on the original question under consideration; but only one amendment shall be submitted to the Council for discussion at a time.

X.—The mover of every *Original Resolution*, but not of any amendment, unless it becomes the question, as stated in order VIII shall have a right to reply, immediately after which the question shall be put from the chair; but no other Member shall be allowed to speak more than once on the same question, unless permission be given to explain, or the attention of the Chairman be called to a point of order.

XI.—No Resolution of the Council shall be subject to a Notice of Motion to rescind the same until the period of six clear months shall have elapsed since the adoption thereof.

XII.—All notices of motion shall be given, in writing, to the Town Clerk at least five clear days prior to the Meeting of the Council at which such motion shall be intended to be brought under the consideration of the Council, and all such notices shall be dated and numbered as received, and entered in a book to be kept for that purpose at the Town Clerk's Office, which book shall be open to the inspection of every Member of the Council, and the Town Clerk shall, if required by any Member of the Council, advise as to the legality and form of any notice of motion.

XIII.—No proposition for revoking or altering any former resolution of the Council shall be entertained, unless notice of the intention to propose such revocation or alteration be given by the Town Clerk, to each Member of the Council, or left at his usual place of abode, or at the premises in respect of which he is enrolled a Burgess or Elector, three clear days at least before the Meeting at which such revocation or alteration shall be proposed.

XIV.—Motions for which notices shall have been given, shall have precedence over other motions, and be entered by the Town Clerk on the notice paper in the order which the same shall have been received; routine business and other matters

brought specially before the Council by the Mayor only excepted.

XV.—The Town Clerk, in the summonses for any Meeting of the Council, shall insert, in addition to such matters as may be ordered by the Mayor, all subjects for which notice of motion shall have been given under the 11th and 12th orders.

XVI.—The confirmation of the proceedings, resolutions, and reports of every Committee, shall be moved by the Chairman, or some Member of the Committee.

XVII.—No motion shall be made, nor any discussion allowed with reference to any matter within the province of a Committee which does not appear upon the Minutes of the Committee, but any Member may put, through the Mayor, a question to the Chairman of the Committee, with reference to any such matter, giving the Chairman, where practicable, previous notice of his intention so to do.

XVIII.—No business of which notice has been given shall be proceeded with in the absence of the Member in whose name it stands, unless he has given, in writing, his authority and consent that it shall be taken up by some other Member

of the Council, or it be his business which by law the Council must transact.

XIX.—The Members of the Council shall stand when speaking, and shall address and speak of each other in the Council (and Committees). during the transaction of business, by the respective titles of “ Mayor,” “ Alderman,” or “ Councillor,” as the case may be.

XX.—Every Member shall be seated, except the one who may be speaking, and when the Mayor rises no one else shall continue standing, nor shall anyone else rise until the chair be resumed.

XXI.—Every Member, on speaking, shall address the Mayor or Chairman.

XXII.—No Member present shall quit the Council (except temporarily) without permission from the Mayor.

XXIII.—No resolution of the Council shall be *rescinded*, or varied, except upon motion made on notice, or on the recommendation of a Committee (to be specially mentioned in the Council Summons), which shall respectively specify the object, and refer to the resolution to be rescinded or varied.

XXIV.—No *Standing Order* shall be suspended, except upon motion made on notice duly given, or by the recommendation of a Committee, specially mentioned in the Council Summons.

XXV.—The Council may resolve itself into Committee upon a motion (duly made and seconded) being carried by a majority, of which motion no previous notice shall be necessary, and any member may speak as often as he desires in Committee of the Council.

2.—*As to the Committees and the transacting of the Business thereof.*

I.—The Mayor shall be ex-officio a Member of every Committee.

II.—The Town Clerk shall summon every Committee at the request of its Chairman, or at the request of three of the Members of the Committee.

III.—All standing Committees shall consist of the whole of the Members of the Council.

IV.—The presence of five Members shall form a quorum of all standing Committees.

V.—No Member of the Council (the Mayor excepted) shall be appointed Chairman of more than one Committee.

VI.—No Member of the Council (The Mayor excepted) shall be appointed Deputy-Chairman of more than one Committee.

VII.—The Chairman of a Committee shall not have a second or casting vote.

VIII.—Every Committee shall examine all accounts for work done or goods supplied in respect of business within their department, and certify the same, and shall thereafter submit such accounts to the Finance Committee for payment.

IX.—Committees may appoint Sub-Committees of their number for facilitating the transaction of business, who shall report to the Committee. The Chairman of each Committee and the Mayor shall be ex-officio Members of all Sub-Committees.

3.—*As to the precedence of the Members of this Council.*

In determining the precedence of the Members of the Council, the previous service of any re-elected Member shall be reckoned only when such Member has been re-elected within three years and three days of the expiration of his former term of office.

4.—*As to the Common Seal.*

I.—All Deeds, Instruments and Writings, to which the Common Seal of the Borough shall be required, shall, as to the Sealing thereof, be attested, in writing, by the Mayor or Town Clerk, who shall subscribe his name thereto, as the party attesting such sealing.

II.—No Petition or address from the Corporation shall have the Common Seal affixed to it until it has been submitted to and approved of by the Council.

By-Law Determining Fines.

Every qualified person elected to a Corporate Office for the Borough of Cowbridge and who shall refuse to accept, or after accepting shall resign such office, shall be liable to pay to the Council the several fines following, namely:—

	£	s.	d.
In the case of a Mayor	5	0	0
In the case of an Alderman	1	0	0
In the case of a Councillor	0	10	0
And in the case of an Elective Auditor	0	5	0