



Community Council Scheme 2025

**«CCNAME» COMMUNITY COUNCIL**  
**STANDING ORDERS**

These Standing Orders were adopted at a meeting of «CCName» Community Council held on:

Date \_\_\_\_\_

\_\_\_\_\_  
(Signed) Chair, «CCName» Community Council

## 1. First Meeting After An Election

- 1.1 The first meeting of the new Community Council must take place within one calendar month from the date of the ordinary elections. At the first meeting the Community Council will:
- a) Elect a Chair;
  - b) If so resolved, elect a Vice Chair;
  - c) Acknowledge and note the identify of ex-officio members (Shetland Islands Councillors, MPs, MSPs and MSYPs whose wards or constituencies fall wholly or partly within the geographical area of the Community Council);
  - d) Identify if the Community Council has any existing Associate Members and, if so, agree to their continuation;
  - e) Identify if the Community Council has any existing Youth Members and, if so, agree their continuation;
  - f) Note the number of vacant seats that exist, if any, after the elections – establish if any existing Associate members are eligible for co-option and, if so, wish to be co-opted to become a full Community Council member with voting rights;
  - g) Determine the process that will be used by the Community Council to promote and fill the vacant seats;
  - h) Deal with any items of business that needs consideration, keeping to the terms of these Standing Orders;
  - i) Any other competent business;
  - j) Date of next Community Council meeting.
- 1.2 The Chairman and Vice-Chairman, unless they resign or otherwise leave the Community Council, will continue in such office until the next Community Council general election.

## 2. Meetings

### 2.1 Ordinary Meetings (all held in public)

- 2.1.1 Ordinary meetings of the Community Council will be held on the dates and times which the Community Council decides. Meetings will normally be held in a venue located somewhere inside the Community Council area.
- 2.1.2 Meetings of the Community Council may, by the ruling of the Chair, be conducted by remote video or telephone link or in any other way which will allow members to participate in the meeting. Facilities to enable remote participation by members shall be made available at meeting venues where possible by the Community Council. The Chair must always attend the meeting in person. Members attending by remote participation are included for the purposes of a quorum.
- 2.1.3 No sound, film or video recording of the proceedings of any meeting of the Community Council, its committees or sub-committees shall be made without the prior approval of the meeting.

## **2.2 Special Meetings**

2.2.1 A Special Meeting of the Community Council can be called at any time:

- a) If the Chair deems it necessary to do so; or
- b) If a written request is received by the Clerk, signed by not less than one third of the members of the Community Council with full voting rights. The need for such a meeting may preclude the giving of the normal five days advance notice, but every effort will be made by the Clerk to give the normal five day notice period for a Special Meeting

2.2.2 Special Meetings may be called for a single item agenda. For example a time critical topic that needs Community Council attention.

## **2.3 Urgent Meetings**

2.3.1 The Chair may at any time call an urgent meeting of the Community Council. The need for such a meeting shall preclude the giving of the normal five day notice of a meeting. On the instruction of the Chair, the Clerk may call an urgent meeting with not less than two days' notice.

2.3.2 Urgent meetings shall only be called in the event of an emergency situation or to discuss an issue deemed of high importance to the Community Council. The purpose for the meeting should be intimated on the agenda and recorded in the minutes.

## **2.4 Order of Business**

2.4.1 The order of business at every ordinary Community Council meeting shall typically be as follows:

- a) Record who is present and apologies received;
- b) Declaration of interest;
- c) Minutes of the previous meeting of the Community Council shall be submitted for approval;
- d) Matters arising from previous minute not on the agenda;
- e) Any other item of business, which the Chair has directed, should be considered;
- f) Any other competent business;
- g) Date of next meeting and close meeting.

2.4.2 Business shall be dealt with in the order which it appears on the agenda. However the Chair of the meeting may, with the consent of the majority of members present and voting, give precedence to urgent business or guest speakers.

2.4.3 Should any unforeseen circumstances arise, the Chair is empowered to change the date of the regular meeting.

### 3. Declaration of Interest

- 3.1 Declaration of Interest should be an early agenda item at Community Council meetings.
- 3.2 Community Council members are asked to consider whether they have an interest to declare in relation to any agenda item at each Community Council meeting. Any member making a declaration of interest should indicate whether it is a financial, non-financial or personal interest and include some information on the nature of the interest. Any member having made such a declaration of interest shall ensure they thereafter refrain from acting in any way contrary to the Code of Conduct comprising Schedule 5 of the Shetland Islands Council Community Council Scheme 2025 from time to time in force (hereinafter the "Code of Conduct"). Advice may be requested from Shetland Islands Council (hereinafter the "Local Authority") prior to the meeting taking place. Declarations of Interest can also be made during the meeting, at the time an item is to be discussed.
- 3.3 The Clerk shall only minute the declarations of interest made by those persons present at the meeting. It is the responsibility of each individual to declare an interest each and every time it is relevant. No one can enter a declaration of interest on behalf of another person at the meeting.
- 3.4 Any member declaring an interest shall leave the meeting and not return until the item in question has been discussed in full and concluded.

### 4. Quorum

- 4.1 One third of the members of the Community Council shall constitute a quorum for any meeting of the Community Council. No meeting shall have less than three members present. If a quorum is not present, the meeting will be adjourned to another time on the same day, or to another date and time as the person presiding may decide then or afterwards. Members with voting rights attending by remote participation are included for the purposes of a quorum.
- 4.2 No business may be considered at a meeting of the Community Council unless a quorum is present.

#### **What happens if there is no quorum?**

- 4.3 If, ten minutes after the time set for the start of a meeting of the Community Council, a quorum is not present, the meeting will be abandoned and the Clerk will record that no business was considered because there was no quorum.
- 4.4 If at any time during a meeting there is a question about whether or not there is a quorum, the person presiding will, after allowing an interval of five minutes, ask the Clerk to count the number of Members present. If a quorum is not present, the meeting will be adjourned to another time on the same day, or to another date and time as the person presiding may decide then or afterwards.

## 5. Adjournment

- 5.1 The Chair may adjourn any meeting of the Community Council for a reasonable interval or to another date if they decide there is a good reason to do so.

## 6. Powers and Duties of the Chair

- 6.1 The Chair shall be responsible for controlling proceedings at Community Council meetings. The Chair will decide all matters of order, competency, relevancy, urgency and that ruling will be final.
- 6.2 If the Chair is absent, the Vice Chair shall conduct the meeting and perform the role of Chair. If the Chair and Vice Chair are both absent, a Chair will be selected from the eligible Community Council members in attendance.
- 6.3 At all times, members of the Community Council will respect the authority of the Chair. If the Chair speaks, any member of the Community Council will stop.
- 6.4 The Chair's duty is to preserve order at meetings and ensure that Community Council members are given a fair hearing by the Community Council. If two or more members try to speak at the same time, the Chair will decide who is to speak first.

### What might happen if a Community Councillor misbehaves?

- 6.5 All Community Council members will adhere to the Code of Conduct.
- 6.6 If a member persistently misbehaves regarding the rulings by the Chair, or behaves improperly or offensively, or is otherwise in breach of the Code of Conduct, or wilfully obstructs the business of the Community Council, the Chair may take the following courses of action sequentially:
- Warn the member about his/her behaviour
  - Tell the member not to speak for the remainder of the business item being discussed
  - Move that the Community Councillor will not be allowed to speak again during the meeting. The motion does not require to be seconded, and will be decided without discussion; if the motion is carried the Community Councillor will not speak again during that meeting
  - Move that the Community Councillor be suspended for the remainder of the meeting. The motion does not require to be seconded, and will be decided without discussion; if the motion is carried the Community Councillor will leave the meeting immediately
  - Adjourn the meeting for a short time as feels reasonable to the Chair in the circumstances
- 6.7 If there is disorder at any meeting of the Community Council, the Chair is entitled to adjourn the meeting to another time on the same day, or to another date and time as he/she decide then or afterwards, and leaving the Chair in these circumstances will mean that the meeting is adjourned immediately.

## Public Attendance

### Public Notice

- 7.1 By means of an advertisement, public notice will be given by the Clerk for meetings of the Community Council at least five days before the date of the meeting. Copies of the agenda and meeting papers will be displayed in a prominent place in the Community Council area and/or online.

### Public participation

- 7.2 Except by resolution of the Community Council, all meetings of the Community Council and of its committees and sub-committees shall be open to members of the public. Only with the permission of the Chair shall members of the public have a right to speak at those meetings. This permission shall not be unreasonably withheld.
- 7.3 The Community Council and its committees and sub-committees may **by resolution** agree:
- (a) to exclude the public for any items of business of a private or confidential nature or when in the opinion of the Community Council it would be in the community interest to do so; or
  - (b) to exclude the public where, for practical, technological, legal or public health reasons, remote attendance by the general public is not possible or permitted.

In such circumstances, and for the duration of consideration of such an item, the public will be excluded from the meeting.

### Petitions

- 7.4 Petitions, bearing the signature of not less than twenty members of the public who are ordinarily resident in the Community Council area which proposes that the Community Council considers a particular course of action on any competent matter, will be received by the Community Council. Petitions should be lodged with the Clerk no later than 10 days before the date of the meeting concerned, but the Chair may at their discretion allow a petition to be received at shorter notice but not less than 2 full days prior to the meeting.

### Deputations

- 7.5 The Community Council may hear a deputation of not more than three persons on behalf of an organisation or group, including the organisers of a petition, on any competent matter. The application for a deputation must be in writing, signed by a representative of the organisation or group wishing to be heard and setting out the matter on which they wish to be heard and delivered to the Clerk no later than 10 days before the meeting concerned; but the Chair may, at his/her sole discretion, allow an application to be considered at shorter notice.

- 7.6 A deputation will have up to 10 minutes to present its case, followed by a period of no longer than 10 minutes for Community Council members' questions. Where the deputation is about a matter which is not otherwise included on the agenda for the meeting, having heard the deputation, the Community Council will determine one of two courses of action –
- (a) whether to note what the deputation had to say, or
  - (b) whether to add to the agenda of the next meeting of the Community Council to allow more information to be gathered.

## **8. Rules for discussion, voting and decision making**

- 8.1 It is the duty of all Community Council members to ensure they have all of the information they require in order to reach an informed decision on any item of business. Accordingly, in addition to the papers which have been issued to members, prior to any debate on a given item, the Chair will endeavour to:
- (a) afford an opportunity to the relevant person or author of a report to provide any further information or brief explanation as they may feel is necessary; and
  - (b) afford a reasonable opportunity to any member to ask questions in order to seek further information or explanation.
- 8.2 Preliminary discussion is allowed, out of which a clear consensus may emerge. However it is open to the Chair at any time during that discussion to give warning that they require any motion or amendments to be placed before them or the discussion will be brought to a close. It is a matter for the Chair to decide at what point they may accept a motion to put to the meeting for formal debate.

### **Voting**

- 8.3 Any voting required shall be decided by simple majority of those present and entitled to vote. A vote shall be taken by a show of hands by those eligible to vote.
- 8.4 Only elected Community Councillors or co-opted Community Councillors with voting rights are entitled to vote.

### **What happens if votes are equal?**

- 8.5 In the case of equity of votes the Chair shall exercise his or her second or casting vote.

**9. Minutes and administration**

**9.1 Minutes**

- 9.1.1 The minute shall be taken by the Clerk and should be presented in a clear house style with a clear heading containing the status of the meeting, the place and the date.
- 9.1.2 The minute shall contain a record of those attending and of those submitting apologies for non-attendance.
- 9.1.3 Each item should contain a heading clearly indicating what the item is about, a brief narrative summarising what took place and the decision. For some routine items, such as planning applications, a narrative will not be necessary.
- 9.1.4 Only members of the Community Council who were present at the meeting to which the minutes relate may vote on the correctness of the minutes.
- 9.1.5 Any amendments required to the minutes by the Community Council should be recorded in the minutes of the meeting making the changes.
- 9.1.6 The Clerk shall forward minutes to the Local Authority for filing and publication on the Local Authority's website.

**9.2 Administration – Delegated Authority**

- 9.2.1 The Chair is authorised to take decisions or respond to matters of urgency on behalf of the Community Council in between Community Council meetings.
- 9.2.2 The Council can provide advice when there is a need for the Chair to make a decision urgently. Any such decisions or responses made under delegated authority shall be reported to the next ordinary meeting of the Community Council for information.

ENDS