

THE LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND



STANDING ORDERS

**FOR THE
LOCAL GOVERNMENT STAFF COMMISSION
FOR NORTHERN IRELAND**

2010

1. **MEETINGS**

Meetings of the Commission will normally be held on a monthly basis. The convening of a meeting will be subject to the agreement of the Chairman and Chief Executive that there is sufficient business to warrant a meeting. The Commission should meet at least four times in each calendar year.

1.2 **Special Meetings**

The Chief Executive will call a special meeting of the Staff Commission if so requested in writing by not less than three members of the Staff Commission. The written request must state the business to be transacted at the special meeting. No business will be transacted at the special meeting other than that specified in the notice.

1.3 **Notice of Meetings**

The agenda and notice convening the Staff Commission meeting will be circulated to all members at least seven days in advance of the scheduled meeting.

1.4 **Chairman of Meetings**

At Staff Commission meetings the Chairman of the Commission, if present, will preside. If the Chairman of the Commission is absent from the meeting, the Vice-Chairman of the Commission, if present, will preside.

If both the Chairman and Vice-Chairman of the Commission are absent from a meeting, a Chairman will be elected for the duration of that meeting from among the members present.

2. **QUORUM OF MEETINGS**

The quorum of the Staff Commission will be three members of the Commission currently appointed.

3. **ELECTION OF VICE-CHAIRMAN**

The Commission will, at the first meeting of each term of office, elect a Vice-Chairman. The term of office of the Vice-Chairman will be co-terminous with the term of office of the Staff Commission.

Should the post of Vice-Chairman fall vacant during the term of office it will be filled by a new appointment.

4. **MINUTES**

The minutes of the Staff Commission meeting will be prepared and will include a list of members in attendance, apologies submitted, decisions reached and action required.

5. **OBSERVERS**

The Commission may invite observers to attend a meeting of the Staff Commission.

6. **VOTING**

The Chairman of any meeting of the Commission will, in addition to his/her right to vote as a member of the Commission, have a casting vote. The ruling of the Chairman upon all questions of order, or of matters arising in debate, shall be final.

7. **COMMISSION SEAL**

The Seal of the Staff Commission will be kept in the custody of the Chief Executive and will be affixed to any document authorised by the Staff Commission.

8. **VARIATION OF STANDING ORDERS**

Staff Commission Standing Orders may be suspended or amended by not less than four members present at the Staff Commission meeting.

9. **CONFIDENTIALITY**

General discussion at meetings and points made in relation to proposals by individual members should be held as 'Confidential'. Commission Policy Decisions should be made public in line with agreed timetables and should be held 'Confidential to Members' until the agreed release time/date.

Members may be recorded in the Minutes as having dissented from a Commission decision only by special request to the Chairman of the meeting.

Agreed by the Local Government Staff Commission at its meeting of 08 November 2010.

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Agreed by the Local Government Staff Commission
at its meeting
on
08 November 2010

CHAIRMAN

Brian Hanna, CBE

CHIEF EXECUTIVE

Adrian Kerr, MBE