

# get it right on... Standing Orders

## What is Standing Orders

Rules that help a committee conduct its business and a meeting flow.

They can be complicated or just a few simple rules – and should always be proportionate to the size of your organisation.

They work alongside the content and intent of your constitution and usually follow the same headings. A copy of the standing orders should be available at every meeting.

## What's in Standing Orders?

Whatever needs to be! But here's the main things to think about.

### Notice of Meetings:

- What will the notice period for meetings be?
- What methods have you chosen to use to do this – letter, noticeboards, emails, press advert, social media?
- Venue of meetings?

### Order of Business:

- Can the agenda be altered at a meeting?
- If so, how is this decided?
- How is urgent business handled?
- What happens if a meeting has to be cancelled and there is an urgent decision needed?

### Minutes:

- How are they stored? And for how long?
- When and how are they officially signed off?
- Who can see them?
- What happens if there is a challenge to them?

### Motions:

- How will you handle motions at your meeting? Can they be brought on the day or have to be tabled in advance?
- Do motions need a proposer and seconder?
- Must they be in writing?
- How will motions be handled? Motion tabled & moved, amendments tabled & moved, discussion, then vote?

### Any Other Competent Business:

- Can it be tabled on the day or is notice required?

- Who should be told before the meeting?
- How will the Chair decide what is competent?

### **Voting:**

- Does the constitution statement need any strengthening?
- What happens in an equality of votes?
- How will voting be done – show of hands? Secret ballot?
- Who can and cannot vote? (Co-opted members?)

### **Sub-Committees:**

- How long are they appointed for?
- Who agrees membership?
- What they can/cannot do?
- How permission can be sought if needed?

### **Suspending Standing Orders:**

- What would merit a motion to suspend standing orders
- How long can this be for?
- Can there be debate on the issue or not?

West Dunbartonshire CVS produces a range of resources covering different issues of interest to community and voluntary organisations. Please contact us if you would like one-to-one support or advice on any issue.

# GIRO