

PROCEDURAL STANDING ORDERS

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SOUTH WALES FIRE AUTHORITY

PROCEDURAL STANDING ORDERS

PSO1. SCOPE OF THE PROCEDURAL STANDING ORDERS	FA 26.3.08 Min No 114 (ii)
1.1 These Procedural Standing Orders shall be applied to all Authority, Committee and Sub-Committee meetings of the Authority unless otherwise indicated.	FA 26.3.08 Min No 114 (ii)
PSO2. MEETINGS OF THE AUTHORITY	FA 26.3.08 Min No 114 (ii)
2.1 The Annual Meeting of the Authority shall be held on the second Monday in the month of June.	FA 26.3.08 Min No 114 (ii)
2.2 Meetings of the Authority, other than the Annual Meeting, shall be held on such other days and in such other places as the Authority may determine.	FA 26.3.08 Min No 114 (ii)
2.3 Unless the Chairperson of the relevant meeting shall fix some other hour for holding any meeting, all meetings shall commence at 1030 hours.	FA 26.3.08 Min No 114 (ii)
2.4 An Extraordinary Meeting of the Authority may be called at any time at the request of the Chairperson or any other five Members addressed, in writing, to the Monitoring Officer. The meeting shall be convened in not more than five working days.	FA 26.3.08 Min No 114 (ii)
PSO3. CHAIRPERSON OF THE AUTHORITY OR MEETING	FA 26.3.08 Min No 114 (ii)
3.1 The Authority shall elect a Chairperson and Vice-chairperson, from among its Members and a committee shall elect a Chairperson and may elect a Vice Chairperson from among its Members.	FA 26.3.08 Min No 114 (ii)
3.2 The Chairperson and, if a Vice-chairperson is elected shall hold office for a period of one year from the date of	FA 26.3.08 Min No 114 (ii)

	their election.	
3.3	Sub-paragraph 3.2 above shall not prevent a Member who holds or has held office as Chairperson or Vice-chairperson, as the case may be, from being elected or re-elected to either of those offices.	FA 26.3.08 Min No 114 (ii)
3.4	On a casual vacancy occurring in the office of Chairperson or, if a Vice-chairperson has been elected, the Vice-chairperson, the Authority shall elect from its Members a person to replace the chairperson, and may so elect a person to replace the vice chairperson, as the case may be.	FA 26.3.08 Min No 114 (ii)
3.5	The election to replace the chairperson under sub-paragraph 3.4 above shall take place not later than the next following ordinary meeting of the Authority.	FA 26.3.08 Min No 114 (ii)
3.6	If both the chairperson and vice-chairperson of the Authority are absent from a meeting of the Authority, another Member of the Authority chosen by the Members of the Authority present shall preside.	FA 26.3.08 Min No 114 (ii)
3.7	Where a Member is chosen to preside in the absence of the Chairperson or Vice Chairperson and the Chairperson or Vice Chairperson arrives at the meeting after such a choice has been made, then the Member chosen shall complete the item in hand and then relinquish the chair to the Chairperson or Vice Chairperson as the case may be.	FA 26.3.08 Min No 114 (ii)
3.8	Any power or duty exercisable by the Chairperson when conducting a meeting can be exercised by any other Member who chairs the Meeting in their absence.	FA 26.3.08 Min No 114 (ii)
PSO4. COMMITTEES		FA 26.3.08 Min No 114 (ii)
4.1	There shall be established on a permanent basis a Finance, Audit & Performance Management Committee, a Standards Committee and an HR & Equalities Committee.	
4.2	The Authority may by resolution establish other	FA 26.3.08

	committees, sub-committees or working groups from time to time.	Min No 114 (ii)
4.3	The Authority shall, at the Annual Meeting, appoint Members to serve on committees and may at any time vary their Membership subject to any statutory provision on membership.	FA 26.3.08 Min No 114 (ii)
PSO5. QUORUM		FA 26.3.08 Min No 114 (ii)
5.1	At a meeting of the Authority the quorum shall be one-third of the total number of Members of the Authority.	FA 26.3.08 Min No 114 (ii)
5.2	At a meeting of any Committee other than the Standards Committee or Sub-Committee, if established, the quorum shall be one-third of the total number of Members appointed to serve on that Committee (or Sub-Committee) provided that in no case shall the quorum of a Committee (or Sub-Committee) be less than three Members.	FA 26.3.08 Min No 114 (ii)
5.3	At a meeting of the Standards Committee the quorum shall be: (i) At least three members are present, including the chair, and (ii) At least half the members present (including the chairperson) are independent members (As provided by the Standards Committee (Wales) Regulations 2001)	FA 26.3.08 Min No 114 (ii)
PSO6. MEMBERS ATTENDING COMMITTEE MEETINGS OF WHICH THEY ARE NOT MEMBERS		FA 26.3.08 Min No 114 (ii)
6.1	A Member of the Authority may attend a meeting of any committee or sub committee of which he/she is not a member and with the permission of the Chairperson may speak but not vote at such a meeting.	FA 26.3.08 Min No 114 (ii)
PSO7. RECORD OF ATTENDANCE		FA 26.3.08 Min No 114 (ii)
7.1	An attendance sheet or book shall be provided by the	FA 26.3.08

	Monitoring Officer to the Authority at every meeting of the Authority, Committee and Sub-Committee on which each Member present at the meeting shall enter his/her signature.	Min No 114 (ii)
	PSO8. ORDER OF BUSINESS	FA 26.3.08 Min No 114 (ii)
8.1	Except as otherwise provided by sub-paragraph 8.2 below, the order of business at any meeting of the Authority shall be to:	FA 26.3.08 Min No 114 (ii)
	(i) choose a Member to be the Chairperson for that meeting if the Chairperson and Vice-Chairperson are absent;	FA 26.3.08 Min No 114 (ii)
	(ii) receive any declarations of interest from Members;	FA 26.3.08 Min No 114 (ii)
	(iii) deal with any business having precedence by statute;	FA 26.3.08 Min No 114 (ii)
	(iv) deal with any Chairpersons announcements or correspondence;	FA 26.3.08 Min No 114 (ii)
	(v) confirm the Minutes of the last Meeting of the Authority and receive the Minutes of the last Meetings of Committees and, if appointed, Sub-Committees;	FA 26.3.08 Min No 114 (ii)
	(vi) receive an update on issues actioned since the last meeting;	FA 26.3.08 Min No 114 (ii)
	(vii) dispose of business (if any) remaining from the previous meeting;	FA 26.3.08 Min No 114 (ii)
	(viii) receive and consider reports or minutes of Committees, Sub Committees or Working Groups;	FA 26.3.08 Min No 114 (ii)
	(x) fill vacancies and appoint Members on Committees;	FA 26.3.08 Min No 114 (ii)
	(xi) receive and consider reports from Officers;	FA 26.3.08 Min No 114 (ii)
	(xii) authorise the sealing of documents not otherwise authorised;	FA 26.3.08 Min No 114 (ii)
	(xiii) consider notices of motion in the order in which they have been received;	FA 26.3.08 Min No 114 (ii)
	(xiv) other business, if any, specified in the summons.	FA 26.3.08 Min No 114 (ii)

8.2	With the consent of the Chairperson, the Authority may, by Resolution at any meeting, vary the order of business set out in sub-paragraph 8.1 above and may deal with any items of urgent business brought forward pursuant to Section 100B(4) of the Local Government Act 1972.	FA 26.3.08 Min No 114 (ii)
8.3	Except as otherwise provided by sub-paragraph 8.4 below, the order of business at any Committee or Sub-Committee meeting shall be to:	FA 26.3.08 Min No 114 (ii)
	(i) choose a Member to be Chairperson for that meeting if the Chairperson and Vice-Chairperson are absent; (except in the case of the Standards Committee where either the Chairperson or Vice Chairperson, in accordance with The Standards Committees (Wales) Regulations 2001, must be present).	FA 26.3.08 Min No 114 (ii)
	(ii) receive any declarations of interest from Members;	FA 26.3.08 Min No 114 (ii)
	(iii) deal with any business having precedence by statute;	FA 26.3.08 Min No 114 (ii)
	(v) confirm the Minutes of the last Meeting of the Committee;	FA 26.3.08 Min No 114 (ii)
	(vi) dispose of business (if any) remaining from the previous meeting;	FA 26.3.08 Min No 114 (ii)
	(vii) receive and consider reports or minutes of any Sub Committees;	FA 26.3.08 Min No 114 (ii)
	(viii) receive and consider reports from Officers;	FA 26.3.08 Min No 114 (ii)
ix)	other business, if any, specified in the summons.	FA 26.3.08 Min No 114 (ii)
8.4	With the consent of the Chairperson, the Committee or	FA 26.3.08

	Sub-Committee may, by Resolution at any meeting, vary the order of business set out in sub-paragraph 8.3 above and may deal with any items of urgent business brought forward pursuant to Section 10OB(4)	Min No 114 (ii)
	PSO9. MINUTES	FA 26.3.08 Min No 114 (ii)
9.1	The Chairperson shall put the question: "That the minutes of the previous meeting of the Authority or Committee held on (the day in question) be approved as a correct record".	FA 26.3.08 Min No 114 (ii)
9.2	No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised at that time. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chairperson shall duly sign the minutes.	FA 26.3.08 Min No 114 (ii)
	PSO10. MOTIONS GENERALLY	FA 26.3.08 Min No 114 (ii)
	10.1 Notices of Motions	FA 26.3.08 Min No 114 (ii)
10.1.1	Except as provided by Standing Order/PSO 11 every notice of motion shall be in writing, signed by at least two Members of the Authority giving the Notice, and delivered, at least seven working days before the next meeting of the Authority to the office of the Monitoring Officer by whom it shall be dated, numbered in the order in which it is received, and entered in a book which shall be open to the inspection of every Member of the Authority	FA 26.3.08 Min No 114 (ii)
	10.2 Motions to be set out in Summons	FA 26.3.08 Min No 114 (ii)
10.2.1	There shall be inserted in the summons for every meeting of the Authority all notices of motion duly given in the order in which they have been received, unless the Members giving such a notice have, when giving it, stated in writing that they propose to move it at some later meeting or have withdrawn it in writing.	FA 26.3.08 Min No 114 (ii)
	10.3 Motions not Moved	FA 26.3.08 Min No 114 (ii)

10.3.1	If a Notice of Motion which is specified in the summons is not moved and seconded by the Members who gave notice of it, then it shall, unless postponed by consent of the Authority, be treated as withdrawn and shall not be moved without fresh notice.	FA 26.3.08 Min No 114 (ii)
10.4	Scope of Motion	FA 26.3.08 Min No 114 (ii)
10.4.1	Every notice of motion shall be relevant to some question over which the Authority has power, or which affects the service in the Fire Authority's area.	FA 26.3.08 Min No 114 (ii)
10.4.2	If in the opinion of the Chairperson a notice of motion does not come within the terms of Standing Order/PSO 10.4.1 then the Chairperson may reject the motion.	FA 26.3.08 Min No 114 (ii)
PSO11. MOTIONS WHICH MAY BE MOVED WITHOUT NOTICE		FA 26.3.08 Min No 114 (ii)
11.1	The following motions may be moved without notice:-	FA 26.3.08 Min No 114 (ii)
	(a) Appointment of a Chairperson of the meeting at which the motion is made;	FA 26.3.08 Min No 114 (ii)
	(b) Motions relating to the accuracy of the minutes of the last meeting of the Authority;	FA 26.3.08 Min No 114 (ii)
	(c) Referring a matter or item of business to a Committee or Working Group;	FA 26.3.08 Min No 114 (ii)
	(d) Motions under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, to exclude the public (including the press) from the meeting;	FA 26.3.08 Min No 114 (ii)
	(e) Appointment of an ad hoc Committee, Sub Committee or Working Group or Members thereof, so far as arising from an item mentioned in the summons to the meeting;	FA 26.3.08 Min No 114 (ii)
	(f) Adoption of reports and recommendations of Committees or of Officers and any consequent resolutions;	FA 26.3.08 Min No 114 (ii)

(g) That leave be given to withdraw a motion;	FA 26.3.08 Min No 114 (ii)
(h) Amendments to motions;	FA 26.3.08 Min No 114 (ii)
(i) Authorising the sealing of documents;	FA 26.3.08 Min No 114 (ii)
(j) Extending the time limit for speeches;	FA 26.3.08 Min No 114 (ii)
(k) That an item of business specified in the summons shall have precedence;	FA 26.3.08 Min No 114 (ii)
(l) Suspension of Standing Orders;	FA 26.3.08 Min No 114 (ii)
(m) That a Member named under Standing Order/PSO21 not be heard further or must leave the meeting;	FA 26.3.08 Min No 114 (ii)
(n) Giving consent of the Authority where the consent of the Authority is required by these Standing Orders;	FA 26.3.08 Min No 114 (ii)
(o) Motions arising from correspondence or other items specified in the summons to the meeting;	FA 26.3.08 Min No 114 (ii)
(p) Procedural motions including motions relating to the method of voting, adjournment or postponement, order of business, the putting of the question or procedure to next business;	FA 26.3.08 Min No 114 (ii)
(q) Appointment of Representatives so far as arising from an item mentioned in the summons to the meeting	FA 26.3.08 Min No 114 (ii)
PSO12. RULES OF DEBATE	FA 26.3.08 Min No 114 (ii)
12.1 A motion or amendment, unless notice has been given pursuant to Standing Order/PSO 10, shall not be discussed unless it has been proposed and seconded and, unless notice has already been given in accordance with Standing Order PSO 10, it shall, if so required by the Chairperson, be put in writing and handed to the Chairperson before it is further discussed and put to the meeting.	FA 26.3.08 Min No 114 (ii)

<p>12.2 The mover of an original motion shall have a right to speak for no more than ten minutes and also have the right to reply (but for not more than five minutes) at the close of the debate upon such motion, immediately before it is put to the vote, or before the motion, "That the debate be now adjourned" or "That the Authority do now adjourn" is put. If an amendment is proposed, the mover of the original motion shall be entitled to reply at the close of the debate upon the amendment. A Member exercising a right of reply shall confine himself/herself strictly to answering previous observations and shall not introduce any new matter. After every reply to which this Standing Order refers, a decision shall be taken without further discussion. The right of reply shall not extend to the mover of an amendment which, having been carried, has become a substantive motion.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.3 A Member when seconding a motion or amendment may, if he/she then declares an intention to do so, reserve his/her speech until a later period of the debate.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.4 A Member shall signify to the Chairperson his/her wish to speak. If two or more speakers signify, then the Chairperson shall call upon the Members in turn.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.5 Every Member shall be addressed by his/her correct title.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.6 A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order and no speech shall exceed five minutes except by consent of the Authority. When a Member speaks other Members at the Meeting shall remain quiet.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.7 Where it appears to him/her to be for the convenience of the Authority, the Chairperson, with the consent of the Members concerned, may decide and announce in advance that he/she will call named Members in a given order or at specified points in the debate.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.8 With the consent of a Member who is speaking, a Member may interpose a brief comment or question designed to</p>	<p>FA 26.3.08 Min No 114 (ii)</p>

<p>clarify or advance debate provided that the Chairperson shall not allow such exchanges to take place with such frequency that debate gives way to cross-talk.</p>	
<p>12.9 A Member may rise to a point of order or personal explanation at any time and shall have precedence over other business provided that the point of order shall be very briefly stated to the Chairperson in the form of a single question concerned solely with the proper conduct of the Authority or the point of personal explanation be brief and confined to some material part of a former speech by a Member at the same meeting which may have been misunderstood.</p> <p>(NB A point of order shall relate only to the rules of debate or conduct of the meeting).</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.10 The ruling of the Chairperson upon all points of order shall be final and, except by way of Motion after notice, shall not be open to discussion provided that before the Chairperson shall rule upon any point of order he/she shall, if asked, first give some opportunity to a Member to make a brief representation thereon.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.11 A Member shall not, without the consent of the Authority, speak more than once on any motion or amendment except in the exercise of the right of reply given to the mover of an original motion by Standing Order or on a point of order or by way of personal explanation.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>12.12 A Member who has not previously spoken at that meeting on the question under discussion may at the conclusion of the speech of another Member move without comment "That the question be now put", "That the debate be now adjourned" or "That the Authority do now adjourn" on the seconding of which the Chairperson, if, in his/her opinion the question before the meeting has been sufficiently discussed, shall, subject to the right of reply given by Standing Order/PSO 12.2 put that motion to the vote and, if it is carried, the question before the meeting shall be put to the vote, or the subject of debate shall be deemed to have been disposed of for that day, or the meeting shall stand adjourned, as the case may be.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>

12.13 Whenever the Chairperson rises during a debate all Members, including those speaking, shall be silent.	FA 26.3.08 Min No 114 (ii)
12.14 When a motion is under debate no other motion shall be moved unless to the following effect:	FA 26.3.08 Min No 114 (ii)
(a) to amend or withdraw the motion;	FA 26.3.08 Min No 114 (ii)
(b) to adjourn the meeting;	FA 26.3.08 Min No 114 (ii)
(c) to adjourn the debate;	FA 26.3.08 Min No 114 (ii)
(d) to proceed to the next business;	FA 26.3.08 Min No 114 (ii)
(e) that the question be now put;	FA 26.3.08 Min No 114 (ii)
(f) that a Member be not further heard;	FA 26.3.08 Min No 114 (ii)
(g) under Standing Order/PSO 21 that a Member do leave the meeting;	FA 26.3.08 Min No 114 (ii)
(h) a motion under Section 100A of the Local Government Act 1972, to exclude the public.	FA 26.3.08 Min No 114 (ii)
PSO13. AMENDMENT OF MOTION	FA 26.3.08 Min No 114 (ii)
13.1 An amendment shall be to:	
(a) leave out words;	FA 26.3.08 Min No 114 (ii)
(b) leave out words and insert or add others;	FA 26.3.08 Min No 114 (ii)
(c) insert or add words;	FA 26.3.08 Min No 114 (ii)
(d) refer a subject of debate to a committee for	FA 26.3.08 Min No 114 (ii)

	consideration or reconsideration;	
	(e) insert words which substantially alter although not completely negate the original recommendation.	FA 26.3.08 Min No 114 (ii)
13.2	Notice of any number of amendments may be made at one time although only one amendment may be discussed at a time unless the Chairperson considers that to allow two or more amendments to be discussed together would enable the matter to be dealt with more efficiently.	FA 26.3.08 Min No 114 (ii)
13.3	Every amendment must be voted upon separately.	FA 26.3.08 Min No 114 (ii)
13.4	If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.	FA 26.3.08 Min No 114 (ii)
PSO14. ALTERATION OF MOTION		FA 26.3.08 Min No 114 (ii)
14.1	A Member may with the consent of his/her seconder and of the Authority, signified without discussion, alter a motion which he/she has proposed or of which notice has been given if the alteration is one which could have been moved as an amendment thereto.	FA 26.3.08 Min No 114 (ii)
PSO15. WITHDRAWAL OF MOTION		FA 26.3.08 Min No 114 (ii)
15.1	A motion of amendment may be withdrawn by the mover with the consent of his/her seconder and of the Authority, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.	FA 26.3.08 Min No 114 (ii)
PSO16. RESCISSION OF PRECEDING RESOLUTION		FA 26.3.08 Min No 114 (ii)

<p>16.1 No motion shall be moved:</p> <p>(a) to rescind any resolution passed within the preceding six months;</p> <p>or</p> <p>(b) to the same effect as a motion which has been rejected within the preceding six months;</p> <p>unless notice of such motion is given pursuant to Standing Order/PSO 10.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>16.2 This Standing Order shall not apply to motions that are moved under Standing Order 10 by the Chairperson or other Member of a Committee in pursuance of a report or recommendation of a Committee.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>PSO17. INTERPREATION OF PROCEDURAL STANDING ORDERS</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>17.1 The ruling of the Chairperson of the Authority or Chairperson of the Committee following consultation with the Monitoring Officer as to the construction or application of any of these Procedural Standing Order's as to any proceedings of the Authority or Committee shall not be challenged at the meeting.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>17.2 In these Standing Orders the expression "Principal Officer" means an officer of Chief, Deputy or Assistant Chief Fire Officer role, Director or Treasurer, except when the context otherwise requires "contract" shall include standing offers.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>17.3 For the purpose of these Standing Orders the expression "three clear days" excludes Saturday, Sunday and Bank Holidays.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>PSO18. QUESTIONS</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>18.1 Questions about recommendations and resolutions of</p>	<p>FA 26.3.08</p>

	the Authority or Committee meetings.	Min No 114 (ii)
18.1.1	A Member who wishes to ask a question on a matter referred to in the proceedings of a meeting of the Authority or a Committee may do so provided notice of the question has been given to the Chief Fire Officer, Monitoring Officer and Chairperson of the relevant meeting by 12 noon on the previous working day of the meeting at which the question is to be asked.	FA 26.3.08 Min No 114 (ii)
18.1.2	A Member who has been asked a question can decline to answer or can name someone else to answer it for him/her.	FA 26.3.08 Min No 114 (ii)
18.1.3	An answer can be:- (a) spoken (b) a reference to an Authority publication if it contains the answer (c) written and sent to the Member asking the question; or a combination of the above.	FA 26.3.08 Min No 114 (ii)
18.2	Questions which are not about Recommendations and Resolutions of Committee Meetings.	FA 26.3.08 Min No 114 (ii)
(i)	A Member can ask the Chairperson of the Authority or Committee a question about any matter for which the Authority or the Committee has a responsibility. The question must be put in writing and given to the Chief Fire Officer, Monitoring Officer and Chairperson of the relevant meeting by 0900 hours on the last working day before the day of the meeting.	FA 26.3.08 Min No 114 (ii)
(ii)	Every question must be put and answered without discussion. The Chairperson who has been asked a question, or another Member acting on behalf of him/her, can decline to answer, or can name someone to answer for him/her.	FA 26.3.08 Min No 114 (ii)

<p>(iii) An answer can be</p> <ul style="list-style-type: none"> (a) Spoken; (b) A reference to an Authority publication, if it contains the answer; (c) Written and sent to the Member asking the question; or (d) A combination of the above. 	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>PSO19. VOTING</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>19.1 Every question shall be determined by a simple majority demonstrated by a show of hands and on the requisition of any Member supported by four other Members who promptly and together signify their support by rising in their places, the voting on any question shall be recorded in the minutes to show how each Member present and voting gave their vote or abstained as the case may be.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>19.2 Where immediately after a vote is taken, any Member of that meeting so requires, these must be recorded in the minutes whether that person cast a vote for the question or against the question or whether that person abstained from voting.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>19.3 For the avoidance of doubt it is declared that in the case of an equality of votes on any question in a Meeting of the Authority or its Committees or Sub-Committees, including voting on appointments, the Chairperson at the meeting shall have a casting vote whether or not he/she shall have voted when the question was put.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>19.4 If a member is not present for the whole of the debate on an item under consideration he/she shall not be entitled to vote on that item.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>PSO20. VOTING ON APPOINTMENTS</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>20.1 The voting for the selection of a short-list of candidates for, and the appointment of one of such candidates to, any office shall be in writing by ballot.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>

<p>20.2 When more than two persons are interviewed for any office, and of the votes given there is not an overall majority in favour of one person, the names 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 an overall majority of votes is given in favour of one person. For the avoidance of doubt an overall majority exists when the person with most votes has more votes than the sum of the votes cast for the remaining persons.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>20.3 No vote upon an appointment shall be valid unless the person casting his/her vote shall have been present throughout the interviews of all the candidates for that appointment.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>20.4 On the requisition of any Member the voting on any appointment it shall be recorded in the minutes whether that particular Member voted for the appointment, against the appointment or abstained as the case may be.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>PSO21.DISORDERLY CONDUCT OF MEMBERS</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>21.1 If at a meeting any Member of the Authority, in the opinion of the Chairperson, misconducts him/herself by persistently disregarding the ruling of the Chairperson, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Authority, it shall be competent for a Member to move "That the Member named is not heard further" or "That the Member named leaves the meeting" and the motion if seconded shall be put and determined without discussion.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>
<p>21.2 If, after a motion under sub-paragraph (a) above has been carried, the misconduct or obstruction is continued and, in the opinion of the Chairperson, renders the due and orderly dispatch of business impossible, the Chairperson, in addition to any other powers vested in him/her may, without question, put, adjourn or suspend the sitting of the Authority for such period as he/she in his/her discretion shall consider expedient.</p>	<p>FA 26.3.08 Min No 114 (ii)</p>

PSO22. RECORDING OF AUTHORITY MEETINGS	FA 26.3.08 Min No 114 (ii)
22.1 The filming, photographing or recording by any means of the whole or part of any meeting of the Authority is not permitted. This does not prevent the Authority from recording the meeting for administrative purposes only.	FA 26.3.08 Min No 114 (ii)
PSO23. ADMISSION OF PRESS & PUBLIC	FA 26.3.08 Min No 114 (ii)
23.1 The press and public will be admitted to all meetings of the Authority, its Committees and sub Committees and can be excluded by resolution under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972.	FA 26.3.08 Min No 114 (ii)
PSO24. DISORDERLY CONDUCT OF PUBLIC	FA 26.3.08 Min No 114 (ii)
24.1 If a member of the Public interrupts the proceedings at any meeting, the Chairperson may, after warning, order his/her removal from the Meeting Room. In the case of general disturbance in any part of the Meeting Room open to the public, the Chairperson may order that that part shall be cleared.	FA 26.3.08 Min No 114 (ii)
PSO25. SUSPENSION OF PROCEDURAL STANDING ORDERS	FA 26.3.08 Min No 114 (ii)
25.1 Any of these Procedural Standing Orders may be suspended in regard to any business at the meeting where its suspension is moved, but except upon notice of motion duly given in pursuance of Standing Order/PSO 10 shall not be suspended unless at least one half of the whole number of Members for that meeting are present and at least two thirds of those present vote in favour of the suspension.	FA 26.3.08 Min No 114 (ii)
PSO 26. MEMBER ATTENDANCE AT MEETINGS	
26.1 If a Member fails to attend a meeting of the Fire and Rescue Authority, its committees, sub committees or working groups for a 5 month period of time the	Min No. 162 FRA 24.05.10

	Monitoring Officer shall write to the Member concerned regarding their attendance and advise the Chairperson accordingly	
26.2	If a Member fails to attend a meeting of the Fire and Rescue Authority, its committees, sub committees or working groups for a 6 month period of time the Monitoring Officer shall write to the Chief Executive of the respective Council advising of the position	Min No. 162 FRA 24.05.10