



### Standing Orders relating to the Partnership

**Date of meeting** 27 May 2022

**Date of report** 20 May 2022

#### Report by Chief Executive

#### 1. Object of report

The Standing Orders relating to the Partnership outline the governance framework for the smooth operation of the public administration of the Regional Transport Partnership.

#### 2. Current proposals

In line with good practice, a review of the Partnership Standing Orders has been undertaken to ensure they support robust and explicit governance of the Partnership operation. The review has identified the need to:

- include reference to the Audit & Standards Committee appointed Chairperson (paragraph 2.5.6);
- update to reflect that email correspondence is an acceptable method of communication (paragraph 3.9.2. and 3.10.1); and
- reflect that meetings have now been recorded and placed on the SPT website for public information as a matter of normal basis (paragraph 14).

Standing Order No 9 states that any motion to vary or revoke Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next meeting of the Partnership.

Members are advised that these documents are core to ensuring business and decisions are conducted effectively and demonstrate the expectations of a good and robust governance framework.

Importantly, it is essential that these documents are regularly reviewed to ensure they remain valid, and reflect both the organisational structure and are updated to reflect legislative changes.

#### 3. Partnership action

The Partnership is asked to adjourn consideration until the next meeting as required.

#### 4. Consequences

Policy consequences	<i>None directly.</i>
Legal consequences	<i>Require to be adjourned to the next meeting of the Partnership.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>None.</i>
Equalities consequences	<i>None.</i>
Risk consequences	<i>None.</i>

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APPENDIX 1

# **Standing Orders of the Strathclyde Partnership for Transport**

May 2022 (revised)

## STANDING ORDERS OF STRATHCLYDE PARTNERSHIP FOR TRANSPORT

These Standing Orders are made in accordance with Paragraph 6(5) of Schedule 2 to the Regional Transport Partnerships (Establishment, Constitution and Membership) Scotland Order 2005.

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## **1. MEETINGS**

### **1.1 First Meeting After Elections**

A meeting of the Partnership shall be held within twenty-eight days after the day of the ordinary election of Councillors of the Councils specified in Schedule 1 of The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005. At that meeting the Partnership shall appoint the Chairperson, Deputy Chairpersons, Committees of the Partnership, representatives to other bodies and shall deal with any other business in the notice calling the meeting. Meetings may be held “in – person” or remotely by way of appropriate digital media or hybrid.

### **1.2 Dates of Meetings**

The Partnership shall except as hereinafter provided, meet quarterly on a Friday at such time and place intimated by the Partnership Secretary. At these meetings the Partnership shall deal with the minutes (insofar as not reported for information) of the Committees which have met since its previous meeting and with any other competent business. The Chairperson, whom failing a Deputy Chairperson, in consultation with the Partnership Secretary, may in exceptional circumstances alter these arrangements or authorise special meetings to be called.

### **1.3 Recess**

The Partnership shall recess for periods in the summer and winter during which periods no ordinary meetings of the Partnership or its Committees will be held. The periods of recess will be determined by the Chairperson in conjunction with the Partnership Secretary.

### **1.4 Calling of Meetings**

1.4.1 Meetings shall be called by the Partnership Secretary by notice issued at least three clear days before the meeting. The notice shall contain the agenda of business including, in the order in which they have been received, all competent and relevant motions of which notice has previously been given.

1.4.2 Where a meeting is the meeting of the Partnership called in terms of Standing Order 1.1 following upon the ordinary election of councillors the Partnership Secretary shall convene a meeting for such day (not being later than twenty-eight days from the date of said ordinary election of councillors) and at such time and place as he/she may determine. Where practicable, not less than fourteen days written notice of that meeting shall be given to each member of the Partnership whose appointment has been notified in accordance with Standing Order 2.6. Where said appointment is notified within fourteen days of said meeting such notice as is reasonably practicable shall be given.

1.4.3 The first business to be transacted at the meeting of the Partnership after an ordinary election of councillors shall be the appointment of the Chairperson and for that purpose the chair at that meeting shall be taken by the Partnership Secretary but no person taking the chair in accordance with this paragraph shall be entitled to cast any vote in connection with the transaction of business at that meeting.

- 1.4.4 On being appointed in terms of these Standing Orders the Chairperson shall take the chair and the next item of business will be the appointment of Deputy Chairpersons.

## **2. APPOINTMENTS**

### **2.1 Appointment of Members**

- 2.1.1 The Partnership shall consist of 20 Councillor members appointed respectively from the membership of each Council as follows:

Argyll and Bute	1
East Ayrshire	1
East Dunbartonshire	1
East Renfrewshire	1
Glasgow City	5
Inverclyde	1
North Ayrshire	1
North Lanarkshire	3
Renfrewshire	1
South Ayrshire	1
South Lanarkshire	3
West Dunbartonshire	1

- 2.1.2 The Partnership shall appoint between 7 and 9 other members via a public appointment process. Their period of appointment may vary from Councillor members.

### **2.2 Period of Appointment**

- 2.2.1 Councillor members of the Partnership shall be appointed by each Council at the first meeting of that Council after each ordinary election of Councillors.
- 2.2.2 The maximum period of appointment of Councillor members of the Partnership shall be until the first meeting of the Council after the next ordinary election, but any Councillor member shall be eligible for appointment for such further periods, beginning on or after the expiry of the then current period of appointment.
- 2.2.3 A Councillor member failing to be re-elected to the appointing Council in an ordinary election shall continue as a Councillor member of the Partnership until the first meeting of that Council held after that ordinary election.
- 2.2.4 Other members will be appointed by the Partnership, subject to the consent of the Scottish Ministers, and shall hold office for a period of four years following the date of their appointment unless otherwise specified at the time of their appointment. There is no limit to the number of terms that other members may serve. The re-appointment of other members is subject to the agreement of Scottish Ministers.
- 2.2.5 The Partnership and the Scottish Ministers may appoint such a number of observers to the Partnership as they consider appropriate and such observers shall hold office for a period of four years following the date of their appointment

unless otherwise specified at the time of their appointment. Observers may participate in the proceedings of the Partnership in the same manner as Councillor members and other members but may not hold office in it, or participate in its decisions.

- 2.2.6 An employee of the Partnership is not eligible for appointment as a member or observer of the Partnership.
- 2.2.7 Other members and observers of the Partnership may resign at any time by giving written intimation to the Partnership Secretary.
- 2.2.8 The Partnership may remove other members or observers from office if it is satisfied that:
- (a) the other member's or observer's estate has been sequestrated or the other member or observer has been adjudged bankrupt, has made an arrangement with creditors or has granted a trust deed for creditors or a composition contract; or
  - (b) the other member or observer:
    - (i) is incapacitated by physical or mental illness;
    - (ii) has been absent from meetings of the Partnership or its Committees for a period longer than six consecutive months without the permission of the Partnership; or
    - (iii) is otherwise unable or unfit to discharge their functions as a member or is unsuitable to continue as another member or observer.
- 2.2.9 If a Councillor member fails throughout a period of six consecutive months to attend any Partnership or committee meeting, that member shall, unless the failure was due to some reason approved by the Partnership, cease to be a member of the Partnership.

## **2.3 Vacancies**

- 2.3.1 On a vacancy occurring due to a person appointed by a Council ceasing to be a member of the Partnership in the circumstances described in Paragraph 2(2) to (6) of Schedule 2 to the 2005 Order, that Council shall appoint another person in that person's place unless the Council, having regard to the length of time until the next ordinary election, considers it unnecessary to do so. Other member vacancies will be filled having consideration to the skill mix required and, on the assumption, that no more than 2 vacancies at any one time exist.
- 2.3.2 A Council may at any time terminate the appointment of any person appointed by it as a member of the Partnership if, immediately prior to so doing, it provides an explanation for the termination by written intimation to the Partnership Secretary, the Chairperson and that Councillor member.
- 2.3.3 A Councillor member of the Partnership may resign his/her membership at any time by given written intimation to the Partnership Secretary and to the Council which appointed the Councillor member.
- 2.3.4 A Councillor member resigning in accordance with Standing Order 2.3.3 above shall cease to be a Councillor member of the Partnership on the date on which his/her resignation is intimated to the Partnership Secretary.
- 2.3.5 If, prior to the next ordinary election following a Councillor member's appointment,



that Councillor member ceases to be a Councillor for the area of the constituent council which appointed the member, the member shall immediately cease to be a member of the Partnership.

- 2.3.6 The Chairperson, following a vote to that effect by the Partnership, may write to a Council and request that the Council terminates the membership of a Councillor member. On receipt of such a request it shall not be refused unreasonably by the Council.

## **2.4 Appointment of Substitutes**

- 2.4.1 Each Council listed in Standing Order 2.1.1 above may appoint a person to act as a substitute for a Councillor member appointed by that Council to attend and vote at any meeting of the Partnership or any Committee of the Partnership from which that member is absent
- 2.4.2 A Council may appoint a substitute at the time of appointment of the Councillor member or at any time while that Councillor member holds office.
- 2.4.3 A substitute may act as a substitute for any other Councillor member of the Partnership appointed by the same council during the currency of the original appointment. Substitute members can only represent one member at any time.
- 2.4.4 A substitute shall assume the same rights and obligations as the Councillor member for whom he/she is the substitute, except that the appointment of a substitute may be for such period as may be specified in the appointment.
- 2.4.5 A person shall cease to act as a substitute if the person appointed to be a substitute is appointed to be a member of the Partnership.

## **2.5 Appointment of Chairperson and Deputy Chairpersons**

- 2.5.1 The Partnership shall appoint a Chairperson and such number of Deputy Chairpersons as it considers appropriate from among its members and subject to Standing Order 2.5.2, the Chairperson and Deputy Chairpersons shall each hold office for a maximum period of four years, or for the period between elections, whichever is the greater
- 2.5.2 A Chairperson and Deputy Chairpersons appointed in accordance with 2.5.1 above shall be eligible for appointment for one further term of office at the expiry of the then current term of office and, if so appointed, shall continue in office accordingly. A member is eligible to serve two full terms as a Deputy Chairperson and also as a Chairperson. If, prior to the end of their period of appointment, a Chairperson or Deputy Chairperson of the Partnership ceases to be a member of the Partnership, they shall immediately cease to hold office.
- 2.5.3 The Deputy Chairpersons, if they are Councillor members, shall not at any time be members of the same Council nor shall they be at any time a member of the same Council as the Chairperson.
- 2.5.4 Where a vacancy occurs in the office of the Chairperson or Deputy Chairpersons before the expiry of the incumbent's term of office, that vacancy shall be filled by the Partnership from one of its members at a meeting to be held as soon as practicable after the vacancy occurs and convened. In the event that the vacancy occurs in the office of the Chairperson, the meeting shall be convened by the Partnership Secretary.

- 2.5.5 A person appointed in accordance with Standing Order 2.5.4 above shall hold office initially only for so long as the vacating member would have held office.
- 2.5.6 The Partnership shall appoint a Committee Chairperson to lead the Audit and Standards Committee. Such Committee Chairperson, if a councillor member, will not be from the same council as the Chairperson or Deputy Chairpersons.

## **2.6 Notification of Appointments or Termination of Appointment**

As soon as practicable after each appointment or termination of appointment of a Councillor member of the Partnership, the Council responsible for that appointment or termination shall give written notice to the Partnership Secretary of the name, address and designation of the person appointed or whose appointment has been terminated, as the case may be.

## **3. PROCEDURE AT MEETINGS**

### **3.1 Quorum - Count Out and Voting Rights**

3.1.1 The Quorum of the Partnership is 25% of the membership (comprising both Councillor members and, other members) always provided that in order to form a quorum at any meeting of the Partnership at least three of the constituent councils must be represented.

3.1.2 If fewer than 25% of members are present ten minutes after the time appointed for the start of the meeting, the Chairperson shall intimate to the Partnership this fact.

If after the lapse of a further period of one minute there are still fewer than 25% of members present, the meeting shall be adjourned and this recorded in the minute.

3.1.3 After a meeting has started, if the number of members present falls below the Quorum, the Partnership Secretary shall draw this to the attention of the Chairperson. If after the intimation of this by the Chairperson to the Partnership and a lapse of one minute there are fewer than 25% of members present, the meeting shall thereupon adjourn and this be recorded in the minute. Thereafter the Chairperson shall require the Partnership Secretary to reconvene the meeting within one month.

3.1.4 The names of the members present at a meeting of the Partnership shall be recorded by the Partnership Secretary.

3.1.5 Each Councillor member shall have one vote.

3.1.6 The Partnership may grant voting rights to Other members other than in relation to:

- the amount of funding to be requisitioned from each constituent council to the Partnership; and
- the making of a request to the Scottish Ministers for the conferring of additional functions on the Partnership;

3.1.7 Decisions will be by a simple majority of those eligible to vote except where the Partnership has previously decided by a two-thirds majority that the matter under consideration should only be decided by a two-thirds majority of those entitled to

vote.

### **3.2 Business at Meeting**

At a meeting of the Partnership no business other than that specified in the notice shall be considered except in the case of business either required by or under any Act to be transacted at a meeting of the Partnership or as hereinafter provided. Business which has not been specified in the notice may be intimated by the Partnership Secretary at the commencement of the meeting and considered at the end of the meeting, provided that in the opinion of the Chairperson the same is relevant, competent and urgent.

### **3.3 Order of Business**

The order of business shall be as follows:

- 3.3.1 The Chairperson, or in his/her absence, one of the Deputy Chairpersons, whom failing another member of the Partnership chosen by the members present, shall take the Chair.
- 3.3.2 Declarations of Interest under the Ethical Standards in Public Life etc (Scotland) Act 2000 and in compliance with the SPT approved Code of Conduct for Members.
- 3.3.2 Minutes of the previous meeting and of any special meeting, having been circulated prior to the meeting, shall be submitted, held as read, corrected if necessary and signed by the Chairperson.
- 3.3.3 Minutes of Committees shall be submitted and insofar as not submitted for information only held to be approved unless objection is taken to any paragraph submitted for approval by the Partnership or any portion thereof when so submitted. When an objection is intimated it shall be debated forthwith. A member may without prior notice put a question to the Chairperson about any minute or portion thereof submitted and shall not be precluded from putting a question merely because an objection has been intimated to the said minute or portion thereof.
- 3.3.4 Updates to Partnership Membership
- 3.3.5 Items of business.
- 3.3.7 Correspondence, except such as deals with a subject appropriate to a Committee, shall be submitted.

Where an item of correspondence has not been intimated along with the notice calling the meeting it may be considered either at any relevant place on the agenda or at the end of the meeting provided that prior to the commencement of the meeting written intimation has been given to the Partnership Secretary and that in the opinion of the Chairperson it is relevant, competent and urgent.

- 3.3.8 Notices of motion shall, subject to Standing Order 3.10 below, be read to the Partnership.
- 3.3.9 Deputations may be received.
- 3.3.9 Questions concerning any competent and relevant subject shall be dealt with in terms of Standing Order 3.9 below.
- 3.3.10 Motions of which notice has been given shall be considered in the order in which

they stand on the agenda,

3.3.11 Items of business which the Chairperson has accepted for consideration as matters of urgency.

### **3.4 Power to Vary Order of Business**

The Partnership may at any meeting on a motion duly moved and seconded and, if required, voted on by a show of hands, vary the order of business so as to give precedence to any item on the agenda.

### **3.5 Chairperson - Powers and Duties - Casting Vote**

3.5.1 Deference shall at all times be paid to the authority of the Chairperson. When he/she speaks, any member who is addressing the Partnership shall cease to speak. It shall be the duty of the Chairperson to preserve order and to secure that members obtain a fair hearing. The Chairperson shall decide all matters of order, competence and relevance.

3.5.2 The Chairperson shall also decide between two or more members wishing to speak by calling on the member whom he/she first observes. He/she shall be entitled in the event of disorder arising to adjourn the meeting to a time he/she may then or afterwards decide and his/her quitting the chair shall be the signal that the meeting is adjourned.

3.5.3 Where there is an equality of votes, the Chairperson shall have a second or casting vote except where the matter which is the subject of the vote relates to the appointment of a member to a particular office or Committee or an officer to a particular post, in which case the decision shall be by lot.

### **3.6 Question of Order**

A member who is addressing the Partnership when a question of order is raised shall cease to speak until the question of order has been decided by the Chairperson.

### **3.7 Member Disregarding Authority of Chairperson etc.**

In the event of any member of the Partnership disregarding the authority of the Chairperson or being guilty of obstructive or offensive conduct as may be determined at the discretion of the Chairperson and the Chairperson calling this to the attention of the Partnership it shall be the duty of one of the Deputy Chairpersons to move the suspension from the meeting of such member. If both Deputy Chairpersons are either absent or refuse the duty, any other member may move the suspension. The motion to suspend (having been duly seconded) shall be put by the Chairperson without discussion and voted on by a show of hands and if it is supported by a majority of the members voting, the Partnership shall suspend such member for the remainder of the sitting. The Chairperson shall direct the member to retire from the meeting and if he/she does not retire forthwith the Chairperson shall direct that the member be removed and give such other directions as are in his/her opinion necessary for carrying out the resolution of the Partnership and for restoring order to the proceedings.

### **3.8 Deputations, Petitions, Correspondence etc.**

3.8.1 The Partnership may receive deputations on any relevant matter, but not in relation to a matter falling within the order of reference to a committee unless the issue proposed to be raised by the deputation relates to a paragraph in a minute to be

considered (and not merely submitted for information) by the Partnership on the day in which the deputation has asked to be heard.

- 3.8.2 Deputations shall not exceed five persons. Not more than two speakers shall be heard and neither of them shall speak for more than five minutes except with the consent of the Partnership.
- 3.8.3 Subject to the provisions of Standing Order 3.8.1 above, representations made by deputations and in correspondence shall not be considered by the Partnership at the meeting at which they are first submitted unless they refer to a matter already included on the agenda, in which case they shall be considered when that matter is under discussion.
- 3.8.4 Representations from deputations and in correspondence which are not considered at the meeting at which they are first submitted shall either be placed on the agenda for consideration at the next ordinary meeting of the Partnership or remitted by the Partnership Secretary to the relevant Committee for consideration and report.

### **3.9 Questions**

- 3.9.1 Members may submit written questions on any competent and relevant matter not contained within the minutes being considered by the Partnership for answer at meetings of the Partnership and of the Committees by the Chairperson, (or in his/her absence one of the Deputy-Chairpersons) or the Partnership Secretary or any other appointed person.
- 3.9.2 All questions asked in terms of Standing Order 3.9.1 shall be in writing, which includes email, and delivered to the Partnership Secretary not later than 1600 hours on the last day but one before the meeting. All questions will be read and answered at the stage specified in Standing Order 3.3 above.
- 3.9.3 After a written question has been answered, the questioner may ask one supplementary question, if necessary, for the elucidation of the answer given. Thereafter one other member may ask one question for further elucidation of the answer. No discussion shall be allowed on any question or answer.

### **3.10 Forms of Notices of Motion**

- 3.10.1 Every notice of motion shall be in writing, which includes email, and seconded and shall be received by the Partnership Secretary at least ten days prior to the date of any meeting of the Partnership. Those not received within this timescale will not be specified in or transmitted with the summons calling such a meeting.
- 3.10.2 Notices of motion not submitted timeously in accordance with Standing Order 3.10.1 may nevertheless be considered by the Partnership at the end of the meeting if (a) they are delivered to the Partnership Secretary prior to the commencement of the meeting, (b) they have been read by him/her to the Partnership as soon as possible after the commencement of the meeting and (c) they are considered by the Chairperson to be competent, relevant and urgent.

### **3.11 Speeches**

- 3.11.1 A member desiring to speak shall indicate that desire and when called upon shall address the Chairperson. He/she shall direct his/her speech to the matter under consideration or to a question of order.

- 3.11.2 A member proposing to submit a motion or an amendment on any subject under discussion shall before addressing the meeting state its terms. Should he/she fail to do so the Chairperson shall ask him/her to state its terms. Every motion or amendment shall be moved and seconded and shall, when required by the Chairperson, be reduced to writing and handed to the Chairperson.
- 3.11.3 The mover of any motion or amendment may speak in support of the motion or amendment for not more than ten minutes. No other speaker shall speak for more than five minutes or more than once in the same discussion except to call attention to a point of order.
- 3.11.4 When the mover of a motion or amendment has spoken for eight minutes or any subsequent speaker for three minutes, the Partnership Secretary shall advise the mover and again two minutes later when the member shall cease to speak.
- 3.11.5 The mover of the original motion shall have the right to speak for a further five minutes in reply to the debate after which the discussion shall be closed. The mover of a motion shall, in his/her reply, strictly confine himself/herself to answering previous speakers and shall not introduce any new matter. No member shall be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings and the question under discussion shall then be put by the Chairperson.
- 3.11.6 The limits of time specified in Standing Orders 3.11.3 and 3.11.5 hereof may be exceeded with the consent of a majority of the members present and it shall be competent for the Chairperson to determine without the necessity of taking a vote whether such consent has been obtained.

### **3.12 Motions etc. Not Seconded**

The mover of a motion or amendment which is not seconded may register his/her dissent to the decision of the Partnership.

### **3.13 Motion to Lapse when Meeting Counted Out or Proposer Absent**

A motion shall lapse either when the meeting is counted out in terms of Standing Order 3.1 while the motion is being debated or when it is reached in the absence of the proposer unless it is moved by a member having the written consent of the proposer. Lapsed motions may be revived only by new notice of motion.

### **3.14 Motion Contradictory of Previous Resolution**

A motion which is contradictory of a resolution of the Partnership shall not be competent within six months from the date of the adoption of such resolution.

The Partnership may however decide to consider such a motion if a matter or evidence is introduced which had not previously been available or if some change of circumstances has taken place since the said adoption.

### **3.15 Motion for Adjournment**

- 3.15.1 A motion for the adjournment of a meeting may be put at the conclusion of any speech and shall have precedence over all other motions. It must be moved and seconded without a speech and shall at once be put by the Chairperson in the form of "adjourn" or "not adjourn".

3.15.2 A second or subsequent motion for adjournment of the meeting shall not be made within a period of half an hour unless it is moved by the Chairperson when it shall be dealt with as in Standing Order 3.15.1.

### **3.16 Closure of Debate - Procedure**

At the close of any speech, any member who has not spoken on the question before the Partnership may move "that the question now be put". If this is seconded and the Chairperson is of the opinion that the subject has been sufficiently discussed a vote shall be taken without further debate. No speeches shall be made on that motion. If it is carried, the mover of the original motion shall have the right to reply to other speeches made on that original motion immediately following which, the vote thereon shall be taken.

### **3.17 Method of Voting**

3.17.1 Except as otherwise provided in the Standing Order 3.5.3, a vote may be taken either by calling the roll or by a show of hands. When it is proposed to take the vote by a show of hands, any member may object to the vote being so taken and if one-third of the members present and eligible to vote rise in their places to signify objection, the vote shall be taken by calling the roll. All votes on procedure shall however be taken by a show of hands.

3.17.2 When a motion and an amendment are before the Partnership, the proposal receiving the support of a majority of the members present and voting shall be declared to be the decision of the Partnership.

3.17.3 When a motion and two or more amendments none of which involves postponement or negation are before the Partnership, the vote shall be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of the members present and voting it shall be declared to be the decision of the Partnership. If none of the proposals receives the support of such a majority, that which has received the least support shall be dropped and a fresh vote shall then be taken on the remaining proposals and so on until one proposal has received majority support whereupon it shall be declared to be the decision of the Partnership.

3.17.4 In relation to Standing Order 3.17.3, if any proposals equally receive the least support a vote shall be taken among each of these proposals to determine which of them shall be dropped.

3.17.5 When a motion and two or more amendments are before the Partnership and adoption of one or more of the proposals would result either in the postponement of a decision on the merits or in negation, a vote shall firstly be taken on the proposal(s) involving such postponement or negation as soon as the discussion is completed and before the vote, if any, on remaining proposals is taken. The proposal(s) involving postponement or negation ("not proceed") shall be put to the Partnership in the form of "proceed" or "not proceed". Any vote then

necessary on remaining proposals shall be taken in terms of Standing Orders  
3.17.2 and 3.17.3.

3.17.6 No discussion shall take place on the method of voting, except as to clarify the procedure to be adopted.

### **3.18 Access to Meetings and Documents**

The Partnership will comply with the provisions of Part IIIA of the Local Government (Scotland) Act 1973 as if it was included within the definition of a “relevant body” in section 50K(1) of that Act.

## **4. COMMITTEES**

- 4.1 The Partnership may appoint committees for the better management and regulation of the functions of the Partnership and with the exception of Standing Order 4.2 below, a committee shall consist wholly of members of the Partnership.
- 4.2 Where a committee is appointed by the Partnership for the exercise of functions which are advisory only, the committee may consist wholly or partly of persons who are not members of the Partnership.
- 4.3 These Standing Orders will apply as relevant to meetings of Committees as they apply to meetings of the Partnership

## **5. DELEGATION OF FUNCTIONS**

- 5.1 The Partnership may delegate to any committee, or officer of the Partnership, the exercise of any of its functions with exception of those specifically reserved.
- 5.2 Any delegation by the Partnership under Paragraph (5.1) may be subject to such restrictions or conditions as the Partnership thinks fit.
- 5.3 The Partnership Secretary shall cause a Scheme of such delegations to be made and shall maintain it in accordance with such decisions as the Partnership may make in relation to such delegations.

## **6. DECISIONS OF PARTNERSHIP**

Except where it falls within the remit of the Audit and Standards Committee no decision made by the Partnership shall be subject to review by any committee of the Partnership unless such review is specifically authorised by the Partnership.

## **7. ULTIMATE POWER OF PARTNERSHIP**

Without prejudice to any decision already taken by a committee or officer in exercise of delegated powers, the Partnership may at any time if it so determines, deal with any matter included in a reference to a committee or to an officer although no report



from such committee or officer is before it.

**8. SUSPENSION OF STANDING ORDERS**

The Partnership may, on a motion duly moved and seconded and with the consent of two thirds of the members voting, suspend or dispense with any standing order to be specified in the motion. Any such motion may be submitted without previous notice and shall be put from the Chairperson without discussion and voted on by a show of hands.

**9. VARIATION AND REVOCATION OF STANDING ORDERS**

Any motion to vary or revoke these standing orders shall, when proposed and seconded, stand adjourned without discussion to the next meeting of the Partnership.

**10. QUESTIONS OF PROCEDURE TO BE DETERMINED BY CHAIRPERSON**

The Chairperson shall in his/her discretion, determine all questions of procedure for which no express provision has been made under these Standing Orders.

**11. DECLARATION OF INTEREST**

11.1 If any member of the Partnership has a financial or non-financial interest direct or indirect in any contract, proposed contract or other matter and is present at any meeting at which that contract, proposed contract or other matter is to be considered he/she shall (notwithstanding that he/she has registered that interest under the Partnership's Members Code of Conduct, made in terms of the Ethical Standards in Public Life etc. (Scotland Act 2000) at the meeting and as soon as practicable after its commencement disclose that he/she has such an interest and that he/she is precluded from taking part in the consideration or discussion of the contract, proposed contract or other matter or from voting on any question with respect thereto and he/she shall leave the meeting while that matter is under discussion.

11.2 Where a member declares an interest and leaves the meeting in terms of Standing Order 11.1 the Partnership Secretary shall record the fact in the minute of the meeting.

11.3 If the Partnership is satisfied that a member has financial or non-financial interest, direct or indirect in a contract, proposed contract or other matter which is or has been the subject of consideration by the Partnership or by any committee of the Partnership or under delegated powers by any officer of the Partnership and that he/she has failed to comply with the requirements of Standing Order 11.1 with regard to the disclosure of that interest the Partnership may by resolution remove that member from any Committee or Committees named in the resolution for such period as the Partnership may resolve. At all times members of the Partnership shall abide by the Partnership's Code Of Conduct for Members.

**12. NOMINATION OF MEMBER FOR ANY POST - CONSENT TO BE OBTAINED**

No member of the Partnership shall be nominated for any post in the Partnership, except membership of a committee of the Partnership, or in any outside body, unless the consent of the person nominated has been previously obtained or is given at the time of nomination.

**13. MINUTES**

13.1 Minutes of the proceedings of the Partnership shall be drawn up and shall be signed at the same or next following meeting of Partnership by the person presiding thereat and any minute purporting to be so signed shall be received in evidence without further proof.

13.2 Until the contrary is proved, a meeting of the Partnership, a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all the members present at that meeting shall be deemed to have been duly qualified.

13.3 A copy of the minutes of the proceedings of each meeting of the Partnership shall be sent by the Partnership Secretary to each member not later than 21 days after that meeting.

**14. RECORDING OF PROCEEDINGS**

With the exception of a recording approved by the Partnership Secretary, no sound, film, video-tape or photographic recording of the proceedings of any meeting may be made without the prior approval of the Partnership.

**15. STANDING ORDERS ETC TO BE OBSERVED**

It shall be the duty of the Partnership Secretary to see that the Standing Orders, and Terms of Reference of Committees and the provisions of the Regional Transport Partnership (Establishment, Constitution and Membership) (Scotland) Order 2005 are observed.