

PROCEDURAL STANDING ORDERS

Sally Chapman / 80162 / Current Constitution / Procedural Standing Orders

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SOUTH WALES FIRE & RESCUE AUTHORITY

PROCEDURAL STANDING ORDERS

PSO1. Scope of the Procedural Standing Orders

1.1	These Procedural Standing Orders shall be applied to all Authority, Committee and Sub-Committee meetings of the Authority unless otherwise indicated.	FA 26.03.12 Min No. 131.5
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PSO2. Meetings of the Authority

2.1	The Annual Meeting of the Authority shall be held on the second Monday in the month of June.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
2.3	Unless the Chairperson of the relevant meeting shall fix some other hour for holding any meeting, all meetings shall commence at 10:30 hours.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5

PSO3. Chairperson of the Authority or Meeting

3.1	The Authority shall elect a Chairperson and Deputy Chairperson, from among its Members and a committee shall elect a Chairperson and may elect a Deputy Chairperson from among its Members.	FA 26.03.12 Min No. 131.5
3.2	The Chairperson and Deputy-Chairperson if elected shall hold office for the municipal year of their election and shall remain in office until their successor becomes entitled to act in the next municipal year.	FA 26.03.12 Min No. 131.5

3.3	Sub-paragraph 3.2 above shall not prevent a Member who holds or has held office as Chairperson or Deputy Chairperson, as the case may be, from being elected or re-elected to either of those offices.	FA 26.03.12 Min No. 131.5
3.4	On a casual vacancy occurring in the office of Chairperson or, if a Deputy-Chairperson has been elected, the Deputy-Chairperson, the Authority shall elect from its Members a person to replace the Chairperson, and may so elect a person to replace the Deputy Chairperson, as the case may be.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
3.6	If both the Chairperson and Deputy-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 26.03.12 Min No. 131.5
3.7	Where a Member is chosen to preside in the absence of the Chairperson or Deputy Chairperson and the Chairperson or Deputy 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 Deputy Chairperson as the case may be.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5

PSO4. Committees

4.1	There shall be established on a permanent basis a Finance, Audit & Performance Management Committee, a Standard Committee and a HR & Equalities Committee, and Local Pensions Board.	FA 26.03.12 Min No. 131.5 FA16.03.15 Min No. 60.5
4.2	The Authority may by resolution establish other committees, sub-committees or working groups from time to time.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5

PSO5. Quorum

5.1	At a meeting of the Authority the quorum shall be one-third of the total number of Members of the Authority.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
5.3	At a meeting of the Standards Committee the quorum shall be: i. At least three members are present, including the Chairperson, and ii. At least half the members present (including the Chairperson) are independent members (as provided by the Standards Committee (Wales) Regulations 2001)	FA 26.03.12 Min No. 131.5

PSO6. Members Attending Committee Meetings of which they are not Members

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 26.03.12 Min No. 131.5
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PSO7. Record of Attendance

7.1	An attendance sheet or book shall be provided by the 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.	FA 26.03.12 Min No. 131.5
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PSO8. Order of Business

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: i. choose a Member to be the Chairperson for that meeting if the Chairperson and Deputy-Chairperson are absent; ii. receive any declarations of interest from Members; iii. deal with any business having precedence by statute; iv. deal with any Chairpersons announcements or correspondence;	FA 26.03.12 Min No. 131.5
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	<ul style="list-style-type: none"> 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; vi. receive an update on issues actioned since the last meeting; vii. dispose of business (if any) remaining from the previous meeting; viii. receive and consider reports or minutes of Committees, Sub Committees or Working Groups; ix. fill vacancies and appoint Members on Committees; x. receive and consider reports from Officers; xi. authorise the sealing of documents not otherwise authorised xii. consider notices of motion in the order in which they have been received xiii. other business, if any , specified in the Summons 	
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 26.03.12 Min No. 131.5
8.3	<p>Except as otherwise provided by sub-paragraph 8.4 below, the order of business at any Committee or Sub-Committee meeting shall be to:</p> <ul style="list-style-type: none"> i. choose a Member to be Chairperson for that meeting if the Chairperson and Deputy Chairperson are absent; (except in the case of the Standards Committee where either the Chairperson or Deputy Chairperson, in accordance with the Standards Committee (Wales) Regulations 2001, must be present). ii. receive any declarations of interest from Members; iii. deal with any business having precedence by statute; iv. confirm the Minutes of the last Meeting of the Committee; v. dispose of business (if any) remaining from the previous meeting; vi. receive and consider reports or minutes of any Sub Committees; vii. receive and consider reports from Officers; viii. other business, if any, specified in the summons. 	FA 26.03.12 Min No. 131.5
8.4	With the consent of the Chairperson, the Committee or 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 100B (4)	FA 26.03.12 Min No. 131.5

PSO9. Minutes

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 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5

PSO10. Motions Generally

10.1	Notice of Motions	FA 26.03.12 Min No. 131.5
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 into a book which shall be open to the inspection of every Member of the Authority.	FA 26.03.12 Min No. 131.5
10.2	Motions to be set out in Summons	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
10.3	Motions not Moved	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5

10.4	Scope of Motion	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5

PSO11. Motions Which May Be Moved Without Notice

11.1	<p>The following motions may be moved without notice:</p> <ol style="list-style-type: none"> a. Appointment of a Chairperson of the meeting at which the motion is made; b. Motions relating to the accuracy of the minutes of the last meeting of the Authority; c. Referring a matter or item of business to a Committee or Working Group; 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; 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; f. Adoption of reports and recommendations of Committees or of Officers and any consequent resolutions; g. That leave be given to withdraw a motion; h. Amendments to motions; i. Authorising the sealing of documents j. Extending the time limit for speeches; k. That an item of business specified in the summons shall have precedence; l. Suspension of Standing Orders; m. That a member named under Standing Order / PSO21 not be heard further or must leave the meeting; n. Giving consent of the Authority where the consent of the Authority is required by these Standing Orders; o. Motions arising from correspondence or other items specified in the summons to the meeting; 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; q. Appointment of Representatives so far as arising from an item mentioned in the summons to the meeting. 	FA 26.03.12 Min No. 131.5
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PSO12. Rules of Debate

12.1	A motion or amendment, 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 26.03.12 Min No. 131.5
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.	FA 26.03.12 Min No. 131.5
12.3	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.	FA 26.03.12 Min No. 131.5
12.4	After every reply to which Standing Orders 12.2 – 12.3 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.	FA 26.03.12 Min No. 131.5
12.5	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.	FA 26.03.12 Min No. 131.5
12.6	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.	FA 26.03.12 Min No. 131.5
12.7	Every Member shall be addressed by his/ her correct title.	FA 26.03.12 Min No. 131.5
12.8	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.	FA 26.03.12 Min No. 131.5

12.9	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.	FA 26.03.12 Min No. 131.5
12.10	With the consent of a Member who is speaking, a Member may interpose a brief comment or question designed to 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.	FA 26.03.12 Min No. 131.5
12.11	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. (NB a point of order shall relate only to the rules of debate or conduct of the meeting).	FA 26.03.12 Min No. 131.5
12.12	The ruling of the Chairperson upon all points of order shall be final and 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.	FA 26.03.12 Min No. 131.5
12.13	A Member shall not, without the consent of the Authority, speak more than once on any motion or amendment except: <ul style="list-style-type: none"> • in the exercise of the right of reply given to the mover of an original motion by Standing Order 12.2 – 12.3; or • on a point of order; or • by way of personal explanation. 	FA 26.03.12 Min No. 131.5
12.14	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 such motion 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 and 12.3 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	FA 26.03.12 Min No. 131.5

	that day or the meeting shall stand adjourned, as the case may be.	
12.15	Whenever the Chairperson rises during a debate all Members, including those speaking, shall be silent.	FA 26.03.12 Min No. 131.5
12.16	When a motion is under debate no other motion shall be moved unless to the following effect: a. to amend or withdraw the motion; b. to adjourn the meeting; c. to adjourn the debate; d. to proceed to the next business; e. that the question be now put; f. that a Member be not further heard; g. under Standing Order/ PSO 21 that a Member do leave the meeting h. a motion under Section 100A of the Local Government Act 1972, to exclude the public.	FA 26.03.12 Min No. 131.5

PSO13. Amendment of Motion

13.1	An amendment shall be to: a. leave out and or add in words to the motion; b. refer a subject of debate to a Committee for consideration or reconsideration; c. insert words which substantially alter although not completely negate the original recommendation.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
13.3	Every amendment must be voted upon separately.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5

PSO14. Alteration of Motion

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.	FA 26.03.12 Min No. 131.5
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PSO15. Withdrawal of Motion

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 26.03.12 Min No. 131.5
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PSO16. Rescission of Preceding Resolution

16.1	No motion shall be moved: a. to rescind any resolution passed within the preceding six months; or b. to the same effect as a motion which has been rejected within the preceding six months; unless notice of such motion is given pursuant to Standing Order/ PSO 10.	FA 26.03.12 Min No. 131.5
16.2	This Standing Order shall not apply to motions that are moved under Standing Order 10 by the Chairperson or other Members of a Committee in pursuance of a report or recommendations of a Committee.	FA 26.03.12 Min No. 131.5

PSO17. Interpretation of Procedural Standing Orders

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.	FA 26.03.12 Min No. 131.5
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17.2	<p>In these Standing Orders the following expressions shall have the following meanings:</p> <ul style="list-style-type: none"> • “Principal Officer” means an Officer of Chief, Deputy or Assistant Chief Officer role, Director or Treasurer, except when the context otherwise requires • “contract” shall include standing offers • “three clear days” excludes Saturday, Sunday and Bank Holidays 	FA 26.03.12 Min No. 131.5
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PSO18. Interpretation of Procedural Standing Orders

18.1	Questions about recommendations and resolutions of the Authority or Committee meetings.	FA 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
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 26.03.12 Min No. 131.5
18.1.3	<p>An answer can be:-</p> <ol 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. 	FA 26.03.12 Min No. 131.5
18.2	<p>Questions which are not about Recommendations and Resolutions of Committee Meetings.</p> <ol style="list-style-type: none"> 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 09.00 hours on the last working day before the day of the meeting. 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 26.03.12 Min No. 131.5

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	<p>iii. An answer can be :-</p> <p>a. spoken</p> <p>b. a reference to an Authority publication if it contains the answer</p> <p>c. written and sent to the Member asking the question; or</p> <p>d. a combination of the above.</p>	
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PSO19. Voting

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.	FA 26.03.12 Min No. 131.5
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.	FA 26.03.12 Min No. 131.5
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.	FA 26.03.12 Min No. 131.5
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.	FA 26.03.12 Min No. 131.5

PSO20. Voting on Appointments

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 utilising a scoring matrices supplied by the Director of People Services.	FA 26.03.12 Min No. 131.5
20.2	In the event of an equality of scores for the appointment to a post, Members shall, upon the advice of the Director of People Services, determine a weighting priority for the assessment criteria that have been scored to determine the successful candidate.	FA 26.03.12 Min No. 131.5

20.3	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.	FA 26.03.12 Min No. 131.5
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PSO21. Disorderly Conduct of Members

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 in order 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.	FA 26.03.12 Min No. 131.5
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 discharge 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.	FA 26.03.12 Min No. 131.5

PSO22. Recording of Authority Meetings

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 26.03.12 Min No. 131.5
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PSO23. Admission of Press & Public

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 26.03.12 Min No. 131.5
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PSO24. Disorderly Conduct of Public

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 26.03.12 Min No. 131.5
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PSO25. Suspension of Procedural Standing Orders

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/ POS10 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 26.03.12 Min No. 131.5
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PSO26. Member Attendance at Meetings

26.1	If a Member fails to attend a meeting of the Fire and Rescue Authority, it's Committees, Sub-Committees or working groups for a 5 month period of time, the Monitoring Officer shall write to the Member concerned regarding their attendance and advise the Chairperson accordingly.	FA 26.03.12 Min No. 131.5
26.2	If a Member fails to attend a meeting of the Fire and Rescue Authority, it's 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.	FA 26.03.12 Min No. 131.5