

THE SOUTH DOWNS COLLEGE

STANDING ORDERS FOR MEETINGS OF THE CORPORATION

The proceedings of meetings of the Corporation shall be conducted in accordance with the Instrument of Government set out in Statutory Instrument 1992 No: 1963.

1. Timing of Meetings

Meetings shall normally commence at 5.45 pm and finish not later than 8.00 pm. Meetings may be extended by agreement of the members present.

2. Location of Meetings

Corporation meetings shall normally be held in the Committee Room above the Main Reception area at The South Downs College.

3. Agenda

The Clerk to the Corporation will draft the agenda in consultation with the Principal and will be discussed with the Chairman (normally ten working days before the scheduled meeting). The settled agenda, associated papers and reports will be dispatched to Corporation members at least 7 days before the meeting.

4. Format

All reports presented to the Corporation will be in the following format:

Page 1	Corporation (date)	Item Number
	Report (date) by (author)	Document Number
		Title ()

RECOMMENDATION: That (as relevant to the report) or
 That the report be RECEIVED.

There will then follow a brief introduction stating the purpose of the report and reference (where relevant) to previous reports. Reports will also contain a summary of financial implications (where relevant).

Reports which contain confidential material will be marked 'Confidential'.

5. Order of Business

- a) Chairman to check with the Clerk to the Corporation that the meeting is quorate; the Clerk is to advise accordingly in compliance with the Instrument of Government.
- b) To elect a Chairman for the meeting if the Chairman and Vice-Chairman are both absent.
- c) To receive apologies for absence.
- d) To agree the minutes of the last meeting as a correct record, noting any amendments and the minutes to be signed by the Chairman.
- e) To consider matters arising from the last minutes.
- f) To consider reports, motions and other matters in accordance with the order set out in the agenda (unless the Chairman/members determine otherwise).
- g) Any Other Business.
- h) Date of next meeting.

6. Minutes

Minutes of the proceedings of all meetings of the Corporation shall include the names of members and others present.

Draft minutes shall normally be circulated to all members within 5 working days of the meeting. Minutes shall be signed as a correct record at the next meeting of the Corporation.

7. General

Each member shall address his/her remarks to the Chair and shall speak only to the business then under discussion.

Only one member shall speak at a time. If two or more members signify their desire to speak, the Chair shall call on them in such order as he may determine

8. Voting

Voting by the Corporation shall be in all cases decided by a simple majority of Corporation members present and voting at the meeting.

9. Motions and Amendments

A motion shall be proposed by one member and seconded by another member as shall any amendments to a motion. A notice of any motion or any amendment thereto shall if made before a meeting be in writing and delivered to the Clerk and if during a meeting shall be given to the Chairman either in writing or orally. A motion or amendment may be withdrawn by the proposer, with the consent of the seconder, and once withdrawn, all discussion on it shall cease.

An amendment to any motion may be moved by any member at any time before the motion is put to the vote. An amendment shall be relevant to the motion and shall be such as to alter the motion by the addition and/or omission of words or to refer the subject under discussion to a committee for consideration. No amendment shall have the effect of negating the motion.

10. Motion moved during debate

When a motion or amendment thereto is being debated, no other motion shall be moved except:

- I. To amend the motion (which for the avoidance of doubt shall permit more than one amendment);
- II. To adjourn the meeting;
- III. To adjourn the debate and proceed to the next business;
- IV. To have the motion put to the vote immediately;
- V. To suspend a Standing Order.

In the cases of (II), (III) and (IV) the new motion, if seconded, shall be put to the vote without discussion and, if carried, shall be acted on accordingly.

11. Points of Order

A member may, at any time in the course of debate, raise a 'point of order' relating to these Standing Orders and any alleged breach thereof. In such a case the member shall be heard immediately and the Chair shall give a ruling which shall be final.

12. Point of Information

Any member may, with the Chairman's consent but not otherwise, during any meeting raise a 'point of information' relevant to the subject then under discussion. In such a case the member shall be heard immediately.

13. Amendments to Standing Orders

These Standing Orders will be reviewed at least every two years, and may be altered or amended by the Corporation at any time.

An amendment must be submitted in writing to all members of the Corporation, through the Clerk, at least 7 working days before the meeting at which it is to be considered. Any amendment, to be effective, must be adopted by a simple majority of the Members attending the meeting.

14. Suspension of Standing Orders

Any of the preceding Standing Orders may be suspended by a motion so to do, that is supported by a simple majority of the Members present.

Reviewed by Search & Governance Committee:	November 2014
Approved by the Corporation:	December 2014

Next review by Search & Governance Committee:	November 2016
Next review by the Corporation:	December 2016