

Rules made by the Upper Medway Internal Drainage Board with the approval of the Minister under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991.

UPPER MEDWAY INTERNAL DRAINAGE BOARD

STANDING ORDERS

1. Meetings of the Board will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting.
2. A notice of the Board Meeting with an Agenda shall be sent by post to all Members of the Board and to arrive at least five working days before the meeting.
3. No business shall be discussed by the Board other than that which appears on the Agenda, unless the Chairman declares any matter to be urgent, and at least three-quarters of the Members present vote in favour of proceeding.
4. No business shall take place unless at least seven Members are present at the commencement and close of business.
5. All questions shall be decided by a majority of votes of the Members present.
6. The Board shall normally meet at 17, Albion Place, Maidstone, Kent, or an alternative venue as may be decided from time to time by the Board.
7. The Board shall appoint a Chairman and Vice-Chairman. Their terms of office shall continue until the next election following their appointment.
8. If any casual vacancy occurs for Chairman or Vice-Chairman, the Board shall, as soon as possible, appoint someone to fill this vacancy. The appointed person(s) shall continue in office until the next scheduled election.

9. At any meeting of the Board the Chairman, if present, will preside. If they are absent, the Vice-Chairman will preside. If both are absent, the Members present shall elect someone to be Chairman of that meeting.
10. If votes are equal at any meeting, the Chairman of that meeting will have a second and casting vote.
11. The Board may appoint Committees and Sub-Committees as it sees fit. All Acts shall be subject to the approval of the Board.
12. A Committee may elect a Chairman of its meetings. If he/she is not present, Members who are present shall elect someone to be Chairman of that meeting.
13. A Committee may meet and adjourn as it sees fit. Questions at any meeting shall be determined by a show of hands and the majority of votes of the Members present. If votes are equal, the Chairman of that meeting shall have a second and casting vote.
14. The Board shall receive Minutes of the following:
 - all Officer appointments
 - names of Members present at each meeting and Committees
 - all decisions made by the Board and recommendations by the Committees
 - all resolutions and proceedings of the Board and Committees
15. All Minutes of every Committee intended to be laid before the Board shall be circulated among the Members at least five working days before the meeting at which they will be submitted.

ORDER OF DEBATE

16. Every motion or amendment shall be proposed and seconded. If required, it shall be written and handed to the Chairman or Clerk to be read before it is further discussed, or put to the meeting.
17. A Member of the Board will raise his/her hand before speaking and shall address the Chairman. If two Members raise their hands at the same time, the Chairman shall call upon the one seen first to speak.

18. A Member shall restrict his/her comments to the point under discussion, or to a motion or amendment proposed by him/her, or to a question of order.
19. A Member shall not normally address the Board more than once on any motion or amendment. The proposer of an original resolution may reply but is restricted to answering the previous speaker and shall not introduce any new matter into the debate. A Member may speak to a point of order or to explain something he/she feels has been misunderstood.
20. A motion or amendment once proposed and seconded shall not be withdrawn without the consent of the Board.
21. Every amendment shall be relevant to the motion on which it is proposed.
22. When an amendment has been proposed and seconded, no subsequent amendment can be made until the first amendment has been decided.
23. An amendment may be:
 - to leave out words
 - to insert words
 - to refer a subject of debate to a committee for consideration or reconsideration
24. If an amendment is rejected other amendments may be moved.
25. If an amendment is carried, the amended motion will take the place of the original.

RESCINDING RESOLUTIONS

26. No motion to rescind a resolution which has been passed or rescinded in the preceding six months shall be in order unless:
 - notice is given and specified in the summons
 - the name of the Member who proposed the motion is given
 - the names of two other supporting Members are given

When a motion is rescinded no Member may propose a similar motion within the next six months. This order does not apply to motions by the Chairman.

COMMON SEAL

- 27. The Common Seal of the Board shall be kept under lock and key in a safe place. All documents requiring the Common Seal shall have the Seal affixed in the presence of the Clerk and duly signed by the Chairman.

SUSPENSION OF STANDING ORDERS

- 28. Any one of the Standing Orders may be suspended at any meeting, provided three-quarters of the Members present vote and so decide.

Signed by the Chairman.....

Signed by the Clerk.....