

## **VJB40. Standing Orders relating to Meetings**

The Board considered a report by the Clerk presenting draft Standing Orders Relating to Meetings for approval.

The Board's current Standing Orders Relating to Meetings had been agreed by the Board in 1996. Following a review in 2018, revised Standing Orders Relating to Meetings had been developed. The revised document set out provisions in regard to:

- Preliminary Matters
- Constitution and Appointment of Members
- Meetings of the Board
- Order and Conduct of business at meetings of the Board
- Miscellaneous Matters
- Scheme of Delegation

The new document was largely a plain English upgrade which set out provisions in a more coherent and concise manner. It introduced new provisions in regard to:

- the procedure for requesting deputations at meetings
- voting procedures
- personal explanation by members during meetings
- quorum for meetings
- timescales for submitting motion

A change to the Standing Order 12.2 as set out in the published draft document was proposed by the Assistant to the Clerk. The adjusted provision was:

12.2 If a member of the Board fails throughout a period of six consecutive months to attend any meeting of the Board, the clerk will report this to the Board and the Board may determine to contact the constituent authorities with a request to remove that member from the Board.

If agreed there would be a consequential change to Standing Order 4.13 to read

4.13-A member of the Board shall cease to be a member of the Board in accordance with Standing Order 12.

Following questions the Assistant to the Clerk explained the rationale for the proposed revision to the arrangements for requesting deputations. Although rarely used, the current provision was not user friendly with particularly restrictive timescales for submitting requests. The proposed version afforded greater flexibility for members of the public.

The Assistant Clerk further explained the proposed adjustment to Standing Order 12.2. It was not within the authority of the Board to terminate the membership of a member of the Board. He also explained the process and methodology for determining the period of absence and confirmed that submitting apologies did not prevent absence being recorded.

The Assistant to the Clerk also confirmed, following a question, that the size and composition of the Board was set out in the Valuation Joint Boards (Scotland) Order 1995 and could not be amended by the Board.

### **Decision**

**The Board approved the adjusted draft Standing Orders Relating to Meetings subject to any minor adjustments by the Clerk.**