



Coleraine

*District Policing  
Partnership*

Local people shaping local policing

# STANDING ORDERS

Revised September 2007

## **COLERAINE DISTRICT POLICING PARTNERSHIP STANDING ORDERS**

For regulating the transaction of the business of the District Policing Partnership.

These Standing Orders are to be read in conjunction with the Northern Ireland Policing Board Code of Practice on the Exercise of Functions and Responsibilities by District Policing Partnerships, the District Policing Partnership's Financial Regulations and the Police (Northern Ireland) Act 2000 as revised by the District Policing Partnerships (Northern Ireland) Order 2005.

### **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

1. In accordance with Paragraph 9(1) of the Third Schedule of the Police (Northern Ireland) Act 2000, the Chairman of the District Policing Partnership shall be appointed by the Council from amongst the political members.
2. In accordance with The District Policing Partnerships (Northern Ireland) Order 2005, the Vice-chairman shall be elected by the independent members from amongst the independent members.

### **MEETINGS**

#### **Public**

3. The District Policing Partnership shall hold a minimum of six public meetings per annum. The dates, times and venues of the meetings are to be agreed by the District Policing Partnership. The District Policing Partnership shall not meet during the months of July or August. Meetings will not normally be held on Public/Bank Holidays or weekends.

#### **Private**

4. In addition to public meetings, the District Policing Partnership may meet in private. It shall be the responsibility of the District Policing Partnership to set the schedule for the holding of private meetings and the Chairman to determine if and when it is necessary to hold special meetings.

### **ATTENDANCE AT PRIVATE MEETINGS OF THE DISTRICT POLICING PARTNERSHIP**

5. Attendance at private meetings of the District Policing Partnership will be restricted to Members of the Partnership and relevant officers except as otherwise determined.

### **NOTIFICATION OF PUBLIC MEETINGS**

6. At least twenty-one days before the date on which the District Policing Partnership is to meet, the Police District Commander shall be informed in writing of the date, place, time and nature of the meeting.

At least twelve days before the date on which a meeting is due to be held, it

shall be publicly advertised through a range of local media.

Seven days' notice will be given to Members.

## **ADMISSION OF THE PUBLIC**

7. The public shall be restricted to the specific area of the venue designated for their accommodation at public meetings of the District Policing Partnership. The numbers to be admitted will be in compliance with the health and safety regulations of the venue. The public must remain seated and not create any noise nor communicate with any Member of the Partnership while the business of the meeting is being conducted.

The Partnership will make appropriate arrangements for the attendance of the media. Taking photographs of proceedings or the use of any other means to enable persons not present to see or hear any proceedings (whether at that time or later) or making of any oral report of any proceedings as they take place shall be prohibited unless expressly permitted by the Partnership.

## **QUORUM**

8. The quorum as fixed by Paragraph 12(1) of the Third Schedule of the Police (Northern Ireland) Act 2000 is five members of the District Policing Partnership.

## **CHAIR TO BE TAKEN**

9. At each meeting of the District Policing Partnership the Chair shall be taken at the time for which the meeting is convened, and business immediately proceeded with.

## **ABSENCE OF CHAIRMAN AND VICE-CHAIRMAN**

10. If the Chairman and Vice-Chairman are absent from a meeting, those present shall elect one of the Members of the Partnership to act as Chairman.

If the Chairman is in attendance he or she must preside over the business of the meeting or, in the Chairman's absence, the Vice-Chair shall preside.

## **ORDER OF BUSINESS**

### **Public Meetings**

11. The order of business\* at every public meeting of the District Policing Partnership shall be as follows:
  - (a) apologies;
  - (b) report of District Commander;
  - (c) presentation/deputations;
  - (d) questions from the members of the District Policing Partnership;
  - (e) questions from the public; and
  - (f) consideration of motions or other relevant items of which notice had been given.

### **Private Meetings**

12. The order of business\* at every private meeting of the District Policing Partnership shall be as follows:
  - (a) discussion with District Commander;
  - (b) confirmation of minutes;
  - (c) official announcements;
  - (d) presentations;
  - (e) minutes of the proceedings of the several Sub-Groups or Committees and their recommendations;
  - (f) reports on specific matters.

### **MINUTES TO BE CONFIRMED**

12. The minutes of the District Policing Partnership to be confirmed shall be taken as read and signed as correct, provided that a copy of the minutes shall have been sent to each Member of the District Policing Partnership at least forty-eight hours previously, and no motion or discussion shall be allowed upon the minutes except as to their accuracy, and any objection upon that ground must be made by motion.

\* (This may be amended at the discretion of individual District Policing Partnerships.)

### **AMENDMENTS**

13. When a motion is under debate at any meeting of the District Policing Partnership an amendment or further motion shall not be received, except the following:-
  - (a) To amend the motion; or
  - (b) That the District Policing Partnership do now adjourn; or
  - (c) That the debate be adjourned; or
  - (d) That the question be now put; or
  - (e) That the District Policing Partnership do proceed to the next business.

#### **(a) TO AMEND THE MOTION**

An amendment must be legitimate and pertinent and within the scope of the notice convening the meeting. It must not be a mere negative, must be relevant to the motion which it seeks to amend, and not inconsistent with anything already agreed upon at the same meeting. An amendment must relate solely to the motion which it purports to amend, must not be in effect a new proposition on a different matter and must not lay a greater burden on the meeting than the original motion.

When an amendment upon an original motion has been moved and seconded, a second or subsequent amendment shall not be moved until the first amendment be disposed of. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the question upon which any further amendment may be moved.

A Member shall not be at liberty to move an amendment if he has previously spoken to the motion, or to move more than one amendment to any motion, nor shall more than one amendment be moved with the same or similar object.

The Chairman may require that an amendment must be reduced to writing if it is considered to be so complex as to require detailed consideration.

**(b) THAT THE DISTRICT POLICING PARTNERSHIP DO NOW ADJOURN**

Any Member of the District Policing Partnership who has not already spoken to any motion or amendment then under debate may move “that the District Policing Partnership do now adjourn”. Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the motion, which shall be put to the vote without debate.

In the event of the motion for the adjournment being carried, the Chairman shall (unless stated in the motion) fix the date for the adjourned meeting for the continuation of the debate on the motion or amendment under discussion at the time of the adjournment, and for the transaction of the remaining business (if any) on the Agenda for the meeting so adjourned.

If a motion to adjourn is not carried, a second motion “that the District Policing Partnership do now adjourn” shall not be made within half-an-hour, unless in the opinion of the Chairman the circumstances are materially altered.

**(c) THAT THE DEBATE BE ADJOURNED**

Any Member of the District Policing Partnership who has not already spoken to any motion or amendment then under debate may move “that the debate be adjourned”. Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.

Before putting to the meeting a motion “that the debate be adjourned”, the Chairman shall call on the mover of the motion or amendment under discussion to reply on the question of adjournment and, after such reply, which will not prejudice the right of the mover of a motion to reply on the original question, shall put to the vote without further debate the motion for adjournment of the debate.

If the motion is carried, the District Policing Partnership shall proceed to the next business on the agenda, and the discussion of the adjourned debate shall be resumed at the next meeting of the District Policing Partnership unless a special meeting of the District Policing Partnership shall be called for the purpose.

On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to speak first. A second motion “that the debate be

adjourned” shall not be made within half-an-hour. A Member shall not move or second more than one motion for the adjournment of the same debate.

**(d) THAT THE QUESTION BE NOW PUT**

Any Member who has not already spoken to any motion or amendment then under debate may move “that the question be now put”. Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.

If the Chairman is of the opinion that the subject before the District Policing Partnership has been sufficiently discussed, he shall put to the vote without debate the motion “that the question be now put” and if same is carried the motion or amendment under discussion shall be put to the District Policing Partnership.

A second motion “that the question be now put” shall not be made on the discussion of the same question within half-an-hour”.

A Member shall not move or second more than one motion “that the question be now put” on the discussion of the same question.

If a motion “that the question be now put” is carried, the proposer of the original motion under discussion shall have the right of reply prior to a vote on the matter being taken.

**(e) THAT THE DISTRICT POLICING PARTNERSHIP DO PROCEED TO THE NEXT BUSINESS**

Any Member of the District Policing Partnership who has not already spoken to any motion or amendment then under debate may move “that the District Policing Partnership do proceed to the next business”. Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the motion which shall be put to the vote without debate.

When a motion “that the District Policing Partnership do proceed to the next business” is carried, the question under discussion shall not be considered any further.

A second motion “that the District Policing Partnership do proceed to the next business” shall not be made on the same question within half-an-hour.”

A Member shall not move or second more than one motion “that the District Policing Partnership do proceed to the next business” on the discussion of the same question.

## **DEPUTATIONS/PRESENTATIONS TO THE DISTRICT POLICING PARTNERSHIP**

14. Deputations may only be admitted to the District Policing Partnership provided the Secretary of the District Policing Partnership shall have received 10 clear days previous notice in writing of the intended deputation and the object thereof. The purpose of such deputation shall be confined to the presentation of a statement or copy of resolutions, and the making of not more than two short addresses by members of the deputation. The duration of any deputation's submission shall be limited to ten minutes.

## **SUBMISSION OF REPORTS**

15. Once every six months, as part of its responsibility to monitor the performance of the Police, the District Policing Partnership should ask the Police District Commander to present to a public meeting of the District Policing Partnership a report on the policing of the district. This report will identify the progress which the Police are making in meeting their published targets and objectives. In order to achieve this, the District Policing Partnership should ask for information which will enable it to assess Police performance in the following areas:
  - (a) progress towards developing 'policing within the community' as the core function of all Police within the district;
  - (b) the contribution which the Police are making to any community safety projects within the district;
  - (c) achievement of targets set out in the local Policing Plan and in the Annual Policing Plan as it relates to the district; and
  - (d) achievement of targets relative to crime prevention in the district.

## **QUESTIONS**

16. At Public Meetings, a written question, which must be relevant and pertinent to the operation of the District Policing Partnership, will be accepted from any person living or working in the district or any person directly affected by the policing of the district.

In relation to meetings of the District Policing Partnership, members of the public should be informed that:

- a) they may, through the Chairman of the DPP, put a question to the District Commander
- b) written questions should be submitted in advance of the meeting or may be submitted in person at the meeting
- c) a question submitted at the start of a meeting is unlikely to receive a detailed response on that occasion and may be carried over to a future meeting
- d) not all questions have to be dealt with at the public meeting and some questions may receive a written response

- e) not every question needs to be answered on an individual basis, if multiple questions are received on the same issue it is appropriate to provide one composite answer dealing with the issue
- f) anonymous questions will not be responded to.

17. All correspondence, including written questions, should be addressed to:

Coleraine DPP Manager  
Cloonavin  
66 Portstewart Road  
COLERAINE  
BT52 1EY

18. The manager will endeavour to acknowledge questions within 5 working days of receipt. The response should indicate when a substantive response may be expected.

## **VOTING**

19. All questions at a District Policing Partnership meeting shall be decided by a majority of the Members present and voting by show of hands. Should any Member of the District Policing Partnership so request, the voting on any question shall be recorded so as to show whether each Member present and voting gave his vote for or against that question.

In the case of an equal division of votes, the Chairman of the meeting shall have a second or casting vote.

## **RULING OF THE CHAIRMAN**

20. The ruling of the Chairman upon all questions of order, and of matters arising in debate, shall be final and shall not be open to discussion.

## **ORDER OF SPEAKING**

21. The Chairman shall determine the order of speaking by the Members.

No Member shall continue speaking when the Chairman is speaking.

A Member shall not speak twice on a subject unless every Member has had an opportunity of speaking first on the subject. The length of time that a Member may speak on a subject at any one time during a debate shall not exceed five minutes.

## **MODE OF ADDRESS**

22. Members of the District Policing Partnership shall remain seated and shall address and speak of one another at all times in a respectful and courteous manner.

## **OFFENSIVE EXPRESSION**

23. A Member shall not impute motives or use offensive expression in reference to any Member of the District Policing Partnership.

## **DISORDERLY CONDUCT**

24. The DPP should hold its meetings in a neutral venue and in an environment that is free from intimidation. In this context it is the responsibility of the Chairman to ensure that the DPP does not acquiesce in behaviour which is either offensive or intimidatory. Intimidatory behaviour includes chanting, singing, name calling, interruptions to the business of the DPP from the audience or the display of flags or emblems.
25. The Chairman of the District Policing Partnership, or a Member of the District Policing Partnership in the role of Chairman, may order the removal from the meeting of any member of the public whose behaviour represents a threat to the orderly conduct of the business to be transacted.

If at a meeting any Member of the District Policing Partnership, in the opinion of the Chairman, misconducts himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the District Policing Partnership, the Chairman or any other Member may move "That the Member named be not further heard", and the motion is seconded shall be put and determined without discussion.

If the Member named continues his/her misconduct after a motion under the foregoing paragraph has been carried:-

- (i) the Chairman or any other Member may move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); and
- (ii) the Chairman may adjourn the meeting of the District Policing Partnership for such period as he/she in his/her discretion shall consider expedient.

When the Chairman is of the opinion that the due and orderly dispatch of business is impossible, he/she, in addition to any other power vested in him/her, may without question put, adjourn the meeting of the District Policing Partnership for such period as he/she in his/her discretion shall consider expedient.

## **LOSS OF QUORUM**

23. Upon the attention of the Chairman being called to the fact that there is not a quorum present, the Chairman shall declare the meeting at an end.

## **ATTENDANCES**

24. The Secretary of the District Policing Partnership shall enter in the minute book the names of all Members present at meetings of the District Policing Partnership and

Sub-Groups and shall keep a Register showing the number of meetings attended by the Members.

25. If a Member misses two public meetings and two private meetings during any six month rolling period over the lifetime of a DPP, the case should be referred to the Policing Board for consideration under its Policy on the Removal of a DPP member from Office.

Coleraine District Policing Partnership has defined attendance at a meeting as half the meeting or one hour of the meeting, whichever is the lesser. Members who do not meet this minimum requirement will not be entered as attending the meeting in the DPP Manager's records.

## **FINANCIAL ARRANGEMENTS**

26. The District Policing Partnership will draw up and maintain, in conjunction with the Policing Board, such financial regulations as are deemed necessary to administer its operations and functions as provided for in the Code of Practice on the Exercise of Functions and Responsibilities of District Policing Partnerships.

## **DISTRICT POLICING PARTNERSHIP ANNUAL REPORT**

27. The District Policing Partnership shall produce an Annual Report. The Report shall be issued to the Council, the Policing Board and a range of persons and Bodies as specified in the Code of Practice on the Exercise of Functions and Responsibilities of District Policing Partnerships.

## **COMMITTEES**

28. In accordance with paragraph 15(1) of the Third Schedule of the Police (Northern Ireland) Act 2000, a District Policing Partnership may constitute Committees of five or more of its Members and delegate to a Committee so constituted any of the functions of the District Policing Partnership. The membership of any Committee should be reflective of the Partnership.

The powers of any Committee of the District Policing Partnership shall be exercised, and the proceedings of the Committee shall be regulated, in accordance with and subject to directions given by the District Policing Partnership.

## **GENERAL**

### **AMENDMENTS TO STANDING ORDERS AND REPEALS**

29. These Standing Orders may be altered by resolution of the District Policing Partnership passed at one meeting and confirmed at another meeting of the same and approved by the Northern Ireland Policing Board.

### **SUSPENSION OF STANDING ORDERS**

30. For the purpose of affording greater freedom of debate, any of the Standing Orders may be suspended at any meeting of the District Policing Partnership so far as regards any business at such meeting, upon a motion duly made, seconded and carried. Previous notice of any such motion shall not be necessary.