



Cookstown

***District Policing  
Partnership***

Local people shaping local policing

# **Model Standing Orders**

**Adopted  
Thursday 20 March 2003**

**Amended & Adopted  
Monday 24 May 2004**

**Amended & Adopted  
Thursday 20 October 2005**

**Amended & Adopted  
Thursday 22 June 2006**

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

These Standing Orders are to be read in conjunction with the District Policing Partnership's Financial Regulations.

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

### **Chairman**

1. In accordance with Paragraph 9 (1), Schedule 3 of the Police (Northern Ireland) Act 2000 as amended by the District Policing Partnerships (Northern Ireland) Order 2005 the chairman shall be appointed by the Council from amongst the political members nominated to serve on the District Policing Partnership.

### **Vice-Chairman**

2. In accordance with Paragraph 9 (1) Schedule 3 of the Police (Northern Ireland) Act 2000 as amended by the District Policing Partnership (Northern Ireland) Order 2005, 5 9A (1) there shall be a vice-chairman elected by the independent members from amongst such members.

At the first business meeting of the District Policing Partnership following re-constitution on 1 December the name of an independent member shall be proposed and seconded from amongst the independent members, and endorsed by the Partnership. A majority of the seven independent members (four or more) must be present for the decision to be taken. The District Policing Partnership Manager shall inform the District Council of this decision.

The office of vice-chairman shall be held in accordance with Schedule 3 of the Police (Northern Ireland) Act 2000 as amended by the District Policing Partnerships (Northern Ireland) Order 2005, 5 9A sub-paragraphs 1-6.

## **MEETINGS**

### **Public**

3. The District Policing Partnership shall hold a minimum of six meetings in public per annum, two of which should take the form of public consultation events. Such meetings must be held at least once every two months, subject to any deviation in the schedule which special circumstances may render necessary, though the District Policing Partnership shall not meet during the month of July. The dates, times and venues of the meetings are to be agreed by the District Policing Partnership.

### **Business**

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

## **ATTENDANCE AND NOTIFICATION AT BUSINESS MEETINGS OF THE DISTRICT POLICING PARTNERSHIP**

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

Members of the District Policing Partnership, where practical, shall receive seven days notice of business meetings or other time as specified by the Partnership.

## **NOTIFICATION OF MEETINGS IN PUBLIC**

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 and time of the meeting.

At least fourteen days before the date on which a meeting is due to be held, it shall be publicly advertised.

It shall be a matter for each District Policing Partnership to determine the notice to 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 meetings in public of the District Policing Partnership. The numbers to be admitted will be in compliance with the health and safety regulations for the venue.

The attendance of the public shall be subject to the following:

- That the admission be upon the understanding that they must continue to be seated at all times, and that no expression of opinion or noise of any kind be allowed from them.
- That the Chairman of the meeting may at any time during the proceedings, if he thinks necessary to secure order, direct the removal of any individual or group of individuals from the venue or order the venue to be cleared of members of the public.

The Partnership will make appropriate arrangements for the attendance of the media. Cameras, tape recorders, amplification equipment or similar instruments shall not be permitted for use by members, press or other persons at meetings of the District Policing Partnership and its committees, unless prior permission has been given.

Formal communication with the media on behalf of the Partnership should only be undertaken by the Chairman or Vice Chairman, or appointed staff. Members can converse freely with the media but this would only represent a personal view and not that of 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**

### **Meetings in Public**

11. The order of business at every meeting in public of the District Policing Partnership shall be as follows:
  - (a) apologies;
  - (b) declarations of interest;
  - (c) confirmation of minutes;
  - (d) Business arising from minutes;
  - (e) official announcements;
  - (f) presentations;
  - (g) minutes of the proceedings of Committees and their recommendations;
  - (h) reports of District Commanders;
  - (i) reports on related matters;
  - (j) questions from the public; and

- (k) consideration of motions or other relevant items of which 10 days written notice) had been given. Except those not requiring notice to be given\*.

### **Business Meetings**

- 12. The order of business at every business meeting of the District Policing Partnership shall be as follows:
  - (a) confirmation of minutes;
  - (b) business arising from minutes;
  - (b) official announcements;
  - (c) presentations;
  - (d) minutes of the proceedings of Committees and their recommendations;
  - (e) reports on specific matters.
  - (f) consideration of motions or other relevant items of which 10 days written notice had been given. Except those not requiring notice to be given\*.

#### ***\* Those motions not requiring notice to be given include:***

- (a) Election of chairman of the meeting at which the motion is made
- (b) Motions relating to the accuracy of the minutes
- (c) Adoption of reports and recommendations of committees and any consequent resolutions
- (d) Extending the limit of speeches
- (e) Amendment to motions
- (f) That the District Policing Partnership proceed to the next business
- (g) Any question arising out of the business of the meeting
- (h) That District Policing Partnership do now adjourn
- (i) That the debate be adjourned
- (j) That the question be now put

### **MINUTES TO BE CONFIRMED**

- 13. 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. The person presiding as chairman shall sign the minutes.

### **AMENDMENTS**

- 14. 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**

15. Deputations may only be admitted to the District Policing Partnership provided written notice has been received five days in advance, or such other period as the Chair/ Vice Chair of the District Policing Partnership may determine, previous written notice 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. The District Policing Partnership may restrict the duration of addresses where it is considered necessary.

## **SUBMISSION OF REPORTS TO THE DISTRICT POLICING PARTNERSHIP**

16. 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 meeting in public 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) the progression of 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) the progress made in achieving targets set out in the local Policing Plan and in the Annual Policing Plan; and
- (d) the progress achieved in meeting targets relative to crime prevention in the district. The District Policing Partnership should pay particular attention to such targets as have been published in the report setting out the strategy for gaining with the Police the co-operation of the public in preventing crime.

## **QUESTIONS AT MEETINGS IN PUBLIC**

17. At meetings in public 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 questions at meetings of the District Policing Partnership, members of the public should be informed that:

- a) written questions should be submitted in advance of the meeting, or may be submitted in person at the start of the meeting
- b) 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, or receive response from the District Commander
- c) not all questions have to be dealt with at the meeting in public and some questions may receive a written response.

The Chairman shall have the discretion to allow members of the public to ask the District Commander, or other nominated person, an oral question on the policing of the district.

In this instance members of the public should be informed that:

- a) question(s) should be asked through the chair
- b) question(s) should be relevant to the policing of the district
- c) questions may not receive a detailed response and may be followed by a written answer from the District Commander. In this instance, the member of the public must make their name and address known to the DPP Manager so as a written response may be forwarded, if required.

## **VOTING**

18. All questions at a District Policing Partnership shall be decided by a majority of the Members present and voting by show of hands, unless otherwise resolved by

the District Policing Partnership before a vote is taken. Should the District Policing Partnership so decide, 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**

19. 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.

The Chairman shall also have the discretion to make a decision on behalf of the Partnership in the absence of a meeting taking place, on issues which there is delegated authority. In his/ her absence the Vice-Chairman and the Manager (in consultation with the DPP Secretary) shall be allowed to take decisions on such issues.

Issues of delegated authority are those relating to the operation of the DPP which include for example, decisions on invitations to events and requests to speak at community meetings. All decisions shall, however be notified to a plenary meeting of the DPP.

## **ORDER OF SPEAKING**

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

No Member shall continue speaking when the Chairman is speaking.

## **MODE OF ADDRESS**

21. Members of the District Policing Partnership shall address and speak of one another at all times in a respectful and courteous manner. Members of the District Policing Partnership should address the meeting through the presiding Chairman of the meeting.

## **OFFENSIVE EXPRESSION**

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

## **DISORDERLY CONDUCT**

23. 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 if 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**

24. At a loss of the quorum, and upon which time it is noted, the meeting shall adjourn for 15 minutes. If after the specified period the number of Members present is counted and the person presiding declares there is still no quorum the meeting shall end.

## **ATTENDANCES**

25. 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 shall keep a register showing the number of meetings attended by the Members. 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.

## **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 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.

The Quorum for business to be transacted in a committee of the District Policing Partnership shall be four. Reports from committee business must be submitted at business and meetings in public, (whichever is closest) of 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.

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| <b>Further Information</b> |
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For further information on the work of Cookstown District Policing Partnership contact the District Policing Partnership Manager on either of the following:

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| Telephone  | 028 8676 2205                     |
| Facsimile  | 028 8676 4360                     |
| Text Phone | 028 8676 5827                     |
| Email      | districtpolicing@cookstown.gov.uk |

You can forward correspondence to, or call with the District Policing Partnership at the following address:

Cookstown District Policing Partnership Manager  
Cookstown District Policing Partnership  
Council Offices  
Burn Road  
COOKSTOWN  
Co Tyrone BT80 8DT

**This document can also be made available in large print or audio format by contacting the District Policing Partnership Manager.**