

Dumfries and Galloway Cultural Partnership

Standing Orders as at 8 January 2025

General

These Standing Orders set out the procedures to be followed at meetings of the Cultural Partnership. As far as applicable, these shall also be the Standing Orders for any Thematic Groups established.

This document forms part of the overall governance for the Dumfries and Galloway Cultural Partnership, which also includes the Cultural Partnership Framework and Code of Conduct.

Membership

Voting Membership of the Cultural Partnership shall comprise: - the Cultural Partnership Chair and the representatives of the four founder members (Dumfries and Galloway Council, DGU, Museums and Heritage Network and South of Scotland Enterprise) and Leads of any Thematic Groups established.

A member appointed ceases to be a member of the Cultural Partnership if they cease to be either a member or employee of the body which nominated them.

Members may provide a suitable substitute if they are unable to attend a meeting. Substitutes shall have voting rights.

Attendance

If a member has not attended three consecutive Ordinary meetings of the Cultural Partnership or has not attended any meetings for a period of six months, whichever is the longer, and their absence was not due to illness or some other reasonable cause as determined by the Cultural Partnership, the Partnership may, by giving one month's notice in writing to that member, remove that person from office.

Period of Appointment

The members appointed shall serve for a period of three years (with the exception of the paid Chair position). At the end of a term of office, a member may be reappointed for a further term of office. Should the organisation represented by these members no longer function effectively during that period of tenure the voting members have the right to replace that member with a more appropriate representative.

Removal

If a member acts in a way which brings the Cultural Partnership into disrepute or in a way which is in breach of the Code of Conduct, the Cultural Partnership Chair may remove the member from the meeting. In the case of a breach of conduct by the Chair, members may ask that the meeting is adjourned until conduct can be reviewed.

If there is evidence of a serious, deliberate, or continued breach of the Code of Conduct by any member or paid position, the Partnership should act in accordance with the Complaints Procedure. This may include convening a special meeting of the Partnership.

Chair

The Chair will be an independent, part time paid position with an initial 1-year term of appointment, commissioned by Dumfries and Galloway Council.

At every meeting of the Cultural Partnership the Chair, if present, shall preside. If the Chair is absent, a Chair shall be appointed from within the members present for that meeting.

Respect will at all times be paid to the authority of the Chair, or such other Member presiding, when chairing any meeting of the Cultural Partnership.

The Chair may allow any voting member to participate and vote in a meeting although not actually present at the location where the meeting is being held i.e. if the member is participating in the meeting remotely.

Review of the Chair will take place annually with continuation, or re-appointment agreed by a majority of the Partnership.

Meetings

The Cultural Partnership will meet a minimum of four times per year.

The Chair may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such meetings will be held at a time, date and venue as determined by the Chair. If the Chair is vacant, or if the Chair is unable to act for any reason, a voting member may at any time call such a meeting.

Adequate provision will be made to allow for members to attend a meeting of the Cultural Partnership or a Thematic Group of the Cultural Partnership, either by being present together with other members in a specified place, or in any other way which enables members to participate despite not being present with other members in a specified place.

Notice of Meeting

Before every meeting of the Cultural Partnership, or a Thematic Group, a notice of the meeting, specifying the time, place and business to be transacted at it should be approved by the Chair/Lead, or by a Member authorised by the Chair/Lead to sign on that person's behalf, shall be issued by electronic means to all members no later than five days (including Saturday and Sunday) prior to the start of the meeting. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any member shall not affect the validity of anything done at a meeting.

The Chair may cancel or reschedule any meeting because of a lack of business or in exceptional circumstances. This will be notified as soon as practicable by e-mail to members.

A request for a meeting of the Cultural Partnership to be called may be made in the form of a requisition specifying the business proposed to be transacted at the meeting and signed by at least two thirds of the voting members, presented to the Chair.

If such a request is made and the Chair refuses to call a meeting or does not call a meeting within seven days after the making of the request, the members who signed the requisition may call a meeting. The business which may be transacted at such a meeting shall be limited to the business specified in the requisition.

A member who is unable to be present for a meeting of the Cultural Partnership or a Thematic Group meeting at the venue identified in the notice calling the meeting shall be able to take part remotely in any way which allows their participation.

Quorum

No business shall be transacted at a meeting of the Cultural Partnership unless at least one half of the voting members are present.

If after ten minutes from the scheduled time of commencement of any meeting of the Cultural Partnership, or if during any meeting of the Cultural Partnership, there is no quorum, the meeting shall not take place or shall be terminated, as the case may be.

Procedure for Dealing with Items of Business

Every reasonable effort shall be made by the Chair and members to ensure that as many decisions as possible are made by consensus.

Report authors will speak to the terms of any report drafted by them which is on the agenda for a meeting. Thereafter it will be open to any member to ask a question or questions or make comment concerning the item of business under consideration. Such questions must be relevant to the item of business under consideration.

As part of the Chair's role to manage the meeting, the Chair shall attempt to ensure that members who wish to speak have a fair opportunity to do so. The Chair shall have power to determine when members can speak and will determine the number of occasions and length of time that a member is able to speak.

When the Chair is satisfied that a decision can be made by consensus, he or she will clarify the terms of that decision with the Cultural Partnership.

Procedure where there is no Unanimous Decision

If the Chair is satisfied that a decision cannot be made by consensus, he or she will invite those of differing views to state the decision they wish the Cultural Partnership to make. The first such statement will be known as the motion. Any member may seek an amendment to the motion. Any motion and amendment must relate to the item of business under discussion. No motion or amendment will be accepted unless

it is seconded. It will be open to any Member to ask a question or questions to the mover of any motion or amendment seeking clarity of their motion or amendment.

Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Cultural Partnership except:-

- On a question of Order;
- With the permission of the Chair; or
- In explanation or to clear up a misunderstanding in some material part of his/her speech.

The mover of an amendment and thereafter the mover of the motion will have the right of reply for a period of not more than 3 minutes. He/she will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Thereafter the discussion will be held closed and the Chair will call for the vote to be taken.

Voting

Where there is a tie in the number of votes, the Chair will hold the casting vote.

Recording of Proceedings

Meetings of the Cultural Partnership will be recorded and retained until the note of meeting is approved at the next meeting. No person or body shall be permitted, without the prior written approval of the Cultural Partnership, to audio record, photograph, video, film or use any other form of electronic, digital or computerised sound or visual recording system during any Meeting.

All members attending the meeting must be notified and agree to the recording in accordance with above Standing Orders:

Adjournment of Meetings

A meeting of the Cultural Partnership may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

The Chair may adjourn for a period not exceeding ten minutes to seek advice without the need for a motion for adjournment.

Suspension of Standing Orders

The Cultural Partnership shall be entitled to suspend one or more of these Standing Orders but only by a majority of two-thirds of the members present and voting for that purpose.

Deletion or Amendment of Standing Orders

The Cultural Partnership shall be entitled to amend, vary or revoke any of these Standing Orders by a simple majority of the members present and voting for that purpose subject to either

- (a) an appropriate notice of motion stating the relevant amendment or variation, or a proposal that the Standing Orders be revoked; or
- (b) a proposal by the Coordinator in the form of a report.

Minutes

The names of the members and others present at a meeting shall be recorded in the minutes of the meeting. The minutes of the proceedings, including any decision or resolution made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement of their accuracy.

Any recommendations made by the Cultural Partnership in relation to a matter where they do not have decision-making powers delegated to them from the body whose function is to be exercised, will be referred to relevant body or bodies for their consideration.

Thematic Groups

The Cultural Partnership may establish Thematic Groups as required from time to time, for a timespan determined by the Cultural Partnership.

The remit of any Thematic Groups will be determined by the Cultural Partnership.