



# ROYAL BURGH OF TAIN.

## Standing Orders for the Business of the Town Council, Approved and Adopted at a Meeting of Town Council held on 24th February, 1890.

*special outgo shall be called in the manner*

*Meeting*

1. ~~The Council shall~~ <sup>only mtgs of</sup> ~~meetings shall be held at the times specified in the acts of Council of 20 Oct 1890 +~~

1. ~~THE Ordinary Meetings of Council shall be held on the last Monday of every month, at 6.30 p.m.~~

2. ~~The Provost shall have power, at any time he may consider this to be necessary, to call a Special Meeting of the Council, and he shall do so at any time on a written requisition from two Members.~~

3. The Town-Clerk shall issue Circulars, on the ~~Saturday~~ <sup>Thursday</sup> previous to the Stated Meetings, convening them, and they shall contain notice of all Reports by Committees, Notices of Motion, and Communications intended to be submitted to the Meetings, and these matters shall be put in the above order in the circular calling the Meeting, but in special urgent cases other business may be added with consent of two-thirds of the Members of Council present at a Meeting.

*order of Bus:*

4. The Minutes of each Ordinary and Special Meeting shall be read at the commencement of the succeeding Ordinary Meeting.

5. A Member of the Council shall stand when speaking, and shall address the Chair. If two or more shall rise together, the Chairman shall call upon one to speak.

6. The Provost, Conveners of Committees, and other Officials shall lodge in the Town-Clerk's Office, at or before noon of the Friday before the Stated Meetings, all official Letters or Documents received by them, and all Reports, for the perusal of the Members of the Town Council.

7. The Motions of which notice has been given in the circular calling the Meeting shall be taken up in the order in which they stand in the Minutes of Council; <sup>or have been received by the Town Clerk</sup> and no motion shall be withdrawn without the leave of two-thirds of the Council.

8. The mover of every original resolution, but not of any amendment, shall have a right to reply, immediately after which the question shall be put from the Chair, and no Member shall be allowed to speak except once on the same question, unless permission be given to explain, or the attention of the Chair be called to a point of order. The Provost or Chairman shall always have the power to determine whether the motion or amendment shall be put first to the vote, or the original motion or amendment put as against each other, and he shall decide all questions of order which may arise.

9. No Motion shall be discussed or adopted at the Meeting at which notice of it is given, but it shall lie on the table till the next Ordinary or Special Meeting thereafter, unless, from the urgency of the business, the Meeting shall, by a majority of two-thirds of the Members present, agree to dispose of it immediately.

10. No work shall be carried on or expense incurred unless previously sanctioned by the Council, or by a Committee thereof having authority in the matter, or by a written order of a Magistrate or a Convener of Committee, and in no case shall the written order of a Magistrate or a Convener of Committee authorise the expenditure of more than five pounds.

11. All work of the value of £5 and upwards shall be let by competition and contract, unless otherwise specially ordered.

12. All Accounts and Claims shall, before being lodged with the Town-Chamberlain, be certified by the Convener of the Committee, or the Official, under whose supervision they have been incurred, and presented for payment at the first Meeting of Council's <sup>Finance Committee</sup>

13. All Cheques shall be signed by the Treasurer and Town-Chamberlain. <sup>Account</sup> *Clerk*

14. The Annual Statement of Revenue and Expenditure for the year to 1st October shall be prepared at the close of the financial year by the Town-Chamberlain, and after being audited the Statutory Abstracts shall be printed for distribution. <sup>Treasurer</sup> *in the manner pointed out by the act of Council of 20 Oct 1890*

15. The Annual Account of the Special Funds vested in the Town Council for specific purposes, for the year to 1st October, shall be prepared at the close of the financial year by the Treasurer, and after being audited the Statutory Abstracts shall be published.

16. No Motion for the Suspension of Standing Orders of the Council shall be entertained without the consent of two-thirds of the Members of Council present at a meeting.

17. All previous Standing Orders are rescinded, and the foregoing shall be the Standing Orders of the Council from this date until altered or recalled.

JOHN MACKENZIE, Town-Clerk.