

Dungannon Golf Club

Council Standing Orders

1. General

1. The Council shall operate in accordance with the Constitution at all times.
2. The Council shall hold at least one meeting per month. The Chair, in conjunction with the Secretary shall determine the time, venue and agenda for such meetings and the order in which each item of business on the agenda is dealt with at any particular meeting.
3. The quorum for Council meetings shall be 6 in accordance with the Constitution.
4. At least three days before a meeting, Council members will be sent notice of the details of the time and venue of the meeting, the minutes of the preceding meeting, an agenda stating the business to be transacted at the meeting and briefing documents and reports for the agenda items to be transacted at the meeting.
5. Unless there are exceptional circumstances, documents and reports to be considered on the agenda shall not be considered at a Council meeting unless they have been made available to all members in advance in accordance with the above arrangements.
6. All documents, including minutes, relating to Council business shall be confidential to the members of the Council.
7. Notice of a member's request to have any item included in the agenda for a meeting shall reach the Secretary not less than ten days prior to the date of the meeting. Requests to include any item for inclusion on the agenda shall be considered at the discretion of the Chair.
8. An item on the agenda as sent to the members may not be removed without the consent of the Chair.
9. Members shall sign and comply with the code of conduct and register of interests prior to sitting on the Council.

2. Decisions of the Council

1. The normal practice shall be to record only key discussions and Council decisions in the minutes. Council members' names shall not be recorded in the minutes unless by special request.
2. A Member should absent himself/herself when the Council is deliberating or deciding on matters in which that member (other than in his/her capacity as a member of the Council) or a person or body connected with the member has an interest or conflict of loyalties.
3. Where a question arises as to whether or not a case relates to the interests of a Member or a person or body connected with that Member the Chair of the Council should determine the question.
4. Should a matter relating to the interests of the Chair arise, he/she should depute another Member to chair the Council meeting and should absent himself/herself when the Council is deliberating or deciding on a matter which the Chair, or a person or body connected with the Chair, has an interest.
5. Where a decision has been taken, and a member or members wish to have the matter reconsidered at a subsequent Council meeting then, either:
 - a) There shall be present to discuss the matter at least 75% of those in favour of the original decision; or
 - b) a motion proposed by the member or members requesting reconsideration shall have been circulated at least 15 days before the meeting takes place; or
 - c) material information is made available that was not known to Council members originally. The Chair will make the decision as to whether the information is material or not. Where the Chair determines the information as material, the information can only be considered if the procedures under either of (a) or (b) have been satisfied.
6. At the beginning of each meeting, the minutes will be considered and approved by that meeting, with or without amendment. Until approved, no discussion shall be allowed on the minutes except as to their accuracy. The minutes so approved shall then be deemed to be a true record of the proceedings to which they relate. The Secretary shall maintain a register of the approved Council minutes.
7. The Council shall normally make all decisions in session at its meetings. The Officers may be authorised to make decisions that must be taken outside of Council meetings.