



NATIONAL HEALTH SERVICE ACTS 1946 – 2002

Kent Local Medical Committee

STANDING ORDERS

(Note: - Where any Standing Order is found to be in conflict with any Regulation made by the Department of Health such Standing Order shall be held to be of no effect in so far as it is in conflict with such Regulation).

MEETINGS OF THE COMMITTEE AND ORDER OF BUSINESS

1. (a) The Meetings of the Committee shall be held at such place and at such time as the Committee shall from time to time determine, but that meetings of the Committee shall be held not less than once every four months.
- (b) Notices of all meetings of the Committee shall be sent to the Committee three clear days before the day of the meeting.
- (c) No business shall be transacted at any meeting of the Committee other than that specified in the notice, except business which the Committee may determine to be urgent, which business unless otherwise decided shall be deferred until the Agenda has been completed.
- (d) The Chairman may, at his discretion, or if he is so requested in writing by not less than eight of the members of the Committee, summon immediately a meeting of the Committee. If the Chairman after such a

request does not within seven days call a meeting, any three members of the Committee may, on the expiration of those seven days, call a meeting. The requisition must state the nature of the business to be transacted and no other business shall be in order at such meeting.

2. At every meeting of the Committee the Chairman, if present, shall preside. If the Chairman is absent from any meeting, a Vice-Chairman if present shall preside; and if the Chairman and Vice-Chairmen are all absent, the Medical Secretary(s) shall chair the meeting or, if he is not present, the members of the meeting shall elect from amongst themselves a person to act as Chairman for that meeting. Any member of the electorate of the Committee shall have the right to attend as an Observer a meeting of the Committee provided that such right shall be exercised in writing to the Chairman at least seven days prior to the meeting. The right to address the Committee shall be at the discretion of the Chairman.
3. Every question at a Meeting of the Committee shall be determined by a majority of votes of the members of the Committee present and voting on the question, and, in case of an equal division of votes, the Chairman of the meeting shall have a second or casting vote.
4. Every member of the Committee attending a meeting of the Committee or of a Sub-Committee of the Committee shall sign his name in the attendance record kept for the purpose.
5. On a motion duly made the Committee may at any time resolve to exclude persons who are not a member of the Committee.
6. The quorum of the Committee shall not be less than one third of elected members.

7. If during any meeting of the Committee the attention of the Chairman is called to the number of members present, he shall count them and if it were found that there is not a quorum present the meeting will be adjourned.
8. Minutes of the proceedings of every meeting of the Committee shall be circulated to the members of the Committee and shall, at the next meeting be confirmed and if the members present agree they are a true record, be signed by the Chairman.
9. Every member on rising to speak shall address himself to the Chairman and not to any other member of the Committee. When a member is speaking all other members shall remain seated. Whenever the Chairman rises to speak no one shall continue standing, or rise, until the Chairman resumes his seat.
10. Any member of the Committee who, in the opinion of the Chairman, is guilty of persistent disorder or interruption shall be asked to remove themselves and may be suspended for such period as the Committee may determine.
11. The Committee may appoint the following Sub-Committees:-
 - (i) Executive Sub-Committee consisting of up to 16 members of whom three shall be the Chairman and Vice-Chairmen of the Committee and twelve shall be present by virtue of their appointment as representatives for each of the constituencies of the Committee.
 - (ii) Finance Sub-Committee consisting of six members, three being the Chairman and two Vice-Chairmen of the Committee and three other members representing the elected members of the Committee.
 - (iii) Eight Local Constituency Committees consisting of those elected

members for the constituency.

The Medical Secretaries and the Clerk to the Committee shall be ex-officio members of all sub-committees

All Sub Committee proceedings will be minuted and the minutes presented to the Committee. Only the Sub Committee may correct such minutes.

NOTICES OF MOTION

12. Every motion shall be given in writing, be signed by the member submitting it and unless given at a meeting, be sent to the Secretariat to the Committee seven clear days before the meeting to which it is to be submitted.
13. No motion to rescind any resolution, which has been passed within the preceding six months, or any motion to the same effect as any motion which has been rejected within the preceding six months shall be in order. However, if the notice thereof is given at the meeting previous to the meeting when the motion is brought forward and carries in addition to the name of the member who proposes it, the names of six other members such motion shall be debated. When the Committee has disposed of any such motion, it shall not be competent for a member to propose a similar motion within a further period of six months. This order shall not apply to motions, which are moved by the Chairman or other members of a Sub-Committee of the Committee in pursuance of the report of that Sub-Committee.

14. A notice of motion shall not be proceeded with in the absence of the member in whose name it stands, unless he has given his written consent and signified to the Clerk that it should be taken up by some other member, or it be the business which, in the opinion of the Chairman of the Committee must transact at the meeting.

ORDER OF DEBATE

15. Any motion and amendment shall, if required by the Chairman, be written down and after being seconded, shall not be withdrawn without the agreement of the Committee. No motion or amendment shall be spoken upon, except by the mover, until it has been seconded.
16. A member shall direct his speech to the matter under discussion, or to an explanation, or to a question or point of order.
17. Except as hereinafter mentioned, no member shall speak more than once on the same motion, amendment, or point of order.
18. The mover of any motion shall have the right of reply. In replying he shall not introduce new matter, but shall confine himself strictly to answering the previous observations and immediately after the reply the question shall be put from the Chair without further debate.
19. Any member, in seconding a motion or amendment, may reserve his speech for a later period of the debate.
20. When an amendment is moved, no other amendment shall be taken

into consideration until the previous one has been disposed of. If an amendment is carried, then it shall become substantive and be put as an original motion upon which any further amendments may be moved. If any amendment were negative, other amendments may be moved to the original motion.

21. A member moving "that the Committee do now adjourn" shall not speak for more than five minutes and if the motion were seconded, it shall be seconded without a speech. The Chairman shall then call on the mover of the resolution under discussion to speak to the motion just moved for not more than five minutes and subject thereto the motion shall forthwith be put to the vote.
22. A member moving "that the Committee proceed to the next business" or "that the debate shall now be adjourned" or "that the question now be put" shall do so formally without a speech and if the motion be seconded, it shall be seconded without a speech and put from the Chair without debate.

POINTS OF ORDER AND EXPLANATIONS

23. (a) A member may, at any time, address the Chair on any point of order arising during the debate, but shall not interrupt any other member's speech for that purpose, unless the necessity arising out of such a speech, as to which the Chairman shall be the judge.
- (b) The decision of the Chairman on every point of order shall be final.

SUSPENSION OF STANDING ORDERS

24. Any one or more of the Standing Orders in any case of urgency, or upon motion being made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that three-quarters of the members of the Committee are present and voting shall so decide.

APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

25. (a) The Committee shall appoint a Chairman and the person so appointed shall, so long as he remains a member of the Committee, hold office for such a period as may be specified in the resolution under which he is appointed, which shall normally be for a period of three years.

(b) The Committee shall similarly appoint two Vice-Chairmen. At least one Vice-Chairman shall be from a different CCG Area from the Chairman.

(c) At the expiration of the period of office, a Chairman or Vice-Chairman shall be eligible for re-appointment provided that during that period he remains a member of the Committee.

CONSTITUTION OF SUB-COMMITTEES

26. These Standing Orders, with the exception of Standing Order No. 17, shall apply to Sub-Committees of the Committee, provided that

a quorum of each Sub-Committee shall not be less than one-third of their members.

27. The members of the Sub-Committee shall retire on 31st March after a three-year term of office. At the expiration of the term of office, a member shall be eligible for re-appointment.
28. (a) The Chairman and the Vice-Chairmen, Medical Secretaries and the Clerk of the Committee shall be ex-officio members of every Sub-Committee, where not a substantive member.
- (b) A member of the Committee may be present at any meeting of a Sub-Committee, although not a member of such Sub-Committee, unless the Sub-Committee is of the opinion that it is not in the interests of the business before the meeting that a member, who is not a member of the Sub-Committee, shall be present. Such member, when present, shall not vote or otherwise take part in or interfere with the proceedings of the business of the Sub-Committee of which he is or she is not a member, and shall not speak without the permission of the Chairman.
29. The Executive Sub-Committee shall be chaired by the Vice Chairmen in turn. The Finance Sub –Committee shall be chaired by the Chairman or in his absence a Vice- Chairman.

REFERENCES TO SUB-COMMITTEES

30. The following Sub-Committees shall have delegated to them powers and duties of the Committee in relation to matters specified:-

(a) Executive Sub-Committee

- (i) The consideration of matters referred from each Local Constituency Committee
- (ii) Questions raised by practitioners that need a decision before the next full committee.
- (iii) Consideration and report upon all matters connected with the making and revision of Standing Orders and references to Sub-Committees.
- (iv) Such other matters as may be referred to them by the Committee.
- (v) The Sub Committee may at any time invite the attendance at the meeting or meetings of any member or members of the Committee having special knowledge of the subject under consideration.

(b) Finance Sub-Committee

- (i) All matters concerning the financial affairs of the Committee, including receiving the report of the appointed accountants to the Committee.
- (ii) All matters concerning the acquisition and furnishing of the offices, the provision of equipment and the appointment of the Medical Secretaries, the Clerk and other staff.

(c) Local Constituency Committees

- (i) All matters relating to the business of the Clinical

Commissioning Group for the Area.

(ii) The Sub-Committee may invite the attendance at their meeting or meetings, a member or members having special knowledge of the subject under consideration and they may also form sections for the consideration of specific subjects with power to report to the Committee if so desired.

REPORTS OF SUB-COMMITTEES

31. (a) The reports and recommendations of Sub-Committees shall form part of the agenda papers of the Committee, the reports of the Sub-Committees which meet later than seven clear days before the meeting of the Committee shall have the option to report verbally to the Committee at the meeting immediately succeeding that of the Sub-Committee.

(b) This order shall not apply to any report, which a Sub-Committee may bring up as a matter of urgency, of which the Chairman of the Committee shall be the judge.

(c) The Chairman of the Sub-Committee shall sign every report of the Sub-Committee that forms part of the agenda papers of that Committee.

32. The Chairman of a Sub-Committee or other member in charge of a report, the reception of which has been moved, may withdraw any paragraph with the consent of the Committee, which shall be granted without debate and it shall not be competent for any

member to speak upon the paragraph after permission shall have been refused.

33. The Chairman of a Sub-Committee or other member in charge of report may alter any paragraph with the consent of the Committee, which shall be granted without a debate.
34. The Chairman of the Committee shall put the recommendations contained in the report of a Sub-Committee seriatim, unless for a good cause he sees fit to vary their order. If the Committee agrees with the recommendation the same shall be forthwith become a resolution of the Committee.

SUB-COMMITTEES' TRANSACTIONS CONFIDENTIAL

35. Any matters dealt with or brought before a Sub-Committee shall be treated as strictly confidential and no information whatsoever thereto shall be disclosed previous to the confirmation of the proceedings of the Committee.

PAYMENT OF EXPENSES

36. Any member of the Committee shall be entitled to travelling expenses and subsistence allowance for ordinary meetings, Sub-Committee meetings or for any other attendances at enquiries or elsewhere, undertaken at the request of the Committee or Sub-Committee, at such scales as may from time to time be determined by the Committee.

37. Any person co-opted to a meeting of the Full Committee (Standing Order 1) or any Sub-Committee (Standing Order 11) or for attending enquiries or other attendances on behalf of the Committee, shall for the time being be considered a member of that Committee and shall enjoy the privileges of the Committee and shall be entitled to reimbursement of all necessary expenses.

Signed by the Chair of the meeting of the Committee at which the Constitution and Standing Orders were adopted:

Name:

Signature: