



Schedule 8

Standing Orders for Council meetings

1 Purpose of Council

- 1.1 The Constitution states that Council is the Governing Body and as such makes all the legal decisions and is responsible for the Management of the Association.
- 1.2 Council are the decision makers of the Association after advice received from the President and Vice Presidents, National Officers, Executive Committee members or external experts such as VAT Advisers, PR Consultants, etc.
- 1.3 To receive financial information and take consider action proposed by the National Treasurer.
- 1.4 Council will further the aims, objectives and interests of the Association : (rule 25)
 - 1.4.1 By publications, meetings, lectures, demonstrations, or other similar means, promote the exchange and dissemination of information relating to health care catering or the activities of the Association.
 - 1.4.2 Arrange studies, hold examinations, competitions and award prizes, certificates and other awards related to any aspect of health care catering
 - 1.4.3 By joining with, maintaining liaison with, or securing representation on other bodies or organisations, seek to improve the status, rewards, and proficiency of Health Care Caterers.
 - 1.4.4 Propose amendments to the constitution and rules, to the Annual General Meeting.
- 1.5 The defining and approval of standing orders for each National Officer post, Sub Committee's, Learning & Development Forum, Branches and Branch Officers their duties and responsibilities.

2 Membership

- 2.1 Council Membership includes National Officers plus representatives from each branch. Ex officio members are the President and Vice President(s) (Rule 20 – 22)

3 Meetings

- 3.1 Council shall meet no less than 3 times per year.
- 3.2 The quorum for any Council meeting is 12 voting members present.
- 3.3 An agenda will be prepared by the National Secretary and agreed by Council Chair before circulation to all members 14 days before the next scheduled meeting.
- 3.4 Council must be aware of meetings with other Associations undertaken by Officers of the Association or persons acting on behalf of Council. Meetings will be documented and forwarded to the National Secretary, at least 14 days prior to meeting, to allow issue for Council Meetings, for example
 - 3.4.1 Where the Association has been represented, the representative will compile a note of the meeting (sample template is available at Appendix 1)

- 3.4.2 Meetings with external advisors e.g. accountant / VAT
- 3.4.3 Formal Contract meetings
- 3.4.4 Forum Management Team Meetings

3.5 Items to be raised at Council will be provide in a report (sample template is available at Appendix 2) at least 14 days prior to meeting, to allow issue prior to Council Meeting.

3.6 Copies of the draft minutes will be approved by Chair of Council prior to circulation, as unconfirmed, to Council Members no later than 28 days after the date of the meeting.

4 Chair of Council

- 4.1 The Chair of Council meetings will be the National Chair or the National Vice-chair in their absence
- 4.2 In the Absence of National Chair and National vice Chair- then either a National Vice President or National Secretary will manage the meeting.

5 Finances of the Association

- 5.1 Council shall receive Income and expenditure report, at each meeting- Council will receive from the national treasurer information as to the income and expenditure, assets and liabilities of the Association and shall satisfy them that proper books of accounts are held.
- 5.2 The National Treasurer will provide Council with information about forecasts or incurred expenditure and income as may be required to manage the Association and Council will agree allocations.
- 5.3 Council will ensure that an audited statement of accounts and balance sheet are presented to the Annual General Meeting in each year.

6 Committees set up by Council

- 6.1 Council shall set up as many committees as necessary. Council can co-opt non council members or persons who are not members of the Association to a committee(s). These committees would be conducted virtually/conference calls, etc
- 6.2 Executive Committee will be set up as per Standing Order for Executive Committee and will have Honorary National Chair, Honorary National Secretary, and National Treasurer as ex-officio members.
- 6.3 General Purposes Committee will be set up as per Standing Order. In addition working groups can be convened by Council
- 6.4 Leadership & Development Forum Management Team from bost branch(Es), who will follow the 'Guidance Notes For The Organisation Of The National Leadership & Development Forum'

7 Managing a Council meeting

- 7.1 The ruling of the Chair on any question shall be final unless challenged by not less than four members and, if put to the vote, two-thirds of the members present should vote in support of the challenge.
- 7.2 No member shall speak to the meeting for more than five minutes on any subject brought before the meeting. Members wishing to raise points or ask for explanations should obtain the permission of the Chair.

- 7.3 The first proposal on any particular subject will be known as the original Motion. All succeeding propositions will be called amendments to the original motion. Each motion or amendment must be moved and seconded at the meeting before it can be discussed.
- 7.3.1 If an amendment is carried, this displaces or alters the original motion and becomes a substantive motion, which shall be put to the vote. If carried, it will become a resolution of the meeting, to which further amendments may then be moved.
 - 7.3.2 If no amendment is put forward, the proposer of the original motion will have the right to reply at the close of discussion on the motion. When an amendment is proposed, the mover of the original motion will be entitled to speak on the amendment but will not be allowed to introduce any new matter. The question will then be put to the vote from the Chair. The mover of the amendment will not be entitled to reply.
 - 7.3.3 No motion or amendment which has been accepted by the Chair will be withdrawn without the unanimous consent of the meeting. No addendum or rider to a motion can be accepted by the Chair without the unanimous consent of the meeting. Should any member dissent then the addendum must be proposed and seconded and treated as an ordinary amendment.
 - 7.3.4 Voting will be by show of hands, except where a ballot vote is specified by the rules governing the General Meeting of the Association (rule 38). When the Chair deems necessary, two scrutiners or tellers will be appointed by the Chair. The Chair or person presiding at the Council Meeting will, in the event of equality of voting on any issue, have a second vote or a casting vote.
 - 7.3.5 The Minutes will be record the Proposer, Secunder, and the Voting outcome, indicating the numbers involved in For, Against and Abstain (*note: maximum votes can be 19*)
- 7.4 No resolution which involves finance or general policy shall be rescinded at any meeting unless every member eligible to attend the meeting has been notified in writing of the motion to effect a rescindment.
- 7.5 Every member should address the chair as 'Chair'. The Chair's decision on which should speak and in what order is final.
- 7.6 If any member interrupts the speaker, uses abusive language, causes a disturbance or refuses to obey the Chair when called to order, he/she shall be named by the Chair. The member will then be expelled from the meeting and not allowed to enter again until a satisfactory apology to the meeting has been given. No members should leave the meeting before its conclusion without the Chair's permission.
- 7.7 Any member may move the adjournment of the meeting or of any item under discussion. The member should confine his/her remarks to that question and not discuss other matters. The mover of the motion whose adjournment has been proposed should be allowed the right to reply on whether it should be adjourned. That reply should not prejudice his/her right of reply on his/her own motion.

8 Suspension of Standing Orders

- 8.3 On any matter of urgency, the Chair may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of the business, the numbers of Standing Orders affected and the length of time (not exceeding thirty minutes) he desires such suspension to last. No suspension of Standing Orders will take place except by a two-thirds majority of the members present.

Meetings where Hospital Caterers Association represented

Name

Council are required to be aware of meetings where Association been represented

Meeting	Where	When	Items Discussed	Outcome of meeting	Any impacts for Association

Approved Council March 2020

Report to:	
Subject:	
Author:	

1. **Situation**
2. **Background**
3. **Assessment**
4. **Recommendation**

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