



NATIONAL HEALTH SERVICE ACTS 1946 – 2006

Kent Local Medical Committee

STANDING ORDERS

(Note: - Where any Standing Order is found to be in conflict with any law such Standing Order shall be held to be of no effect in so far as it is in conflict with such law).

These Standing Orders are made pursuant to clause 16.1 of the Kent LMC Constitution ("**the Constitution**") and the capitalised words shall have the same meanings as defined in the Constitution.

NOTICES OF MOTION

1. Every motion shall be given in writing, be signed by the member submitting it and unless given at a meeting, be sent to the Director of Operations seven clear days before the meeting to which it is to be submitted.
2. 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 Chair or other members of a Sub-Committee of the Committee in pursuance of the report of that Sub-Committee.

3. A notice of motion shall not be proceeded with in the absence of the member in whose name it stands, unless they have given their written consent and signified to the Director of Operations that it should be taken up by some other member, or it be the business which, in the opinion of the Chair of the Committee must transact at the meeting.

ORDER OF DEBATE

4. Any motion and amendment shall, if required by the Chair, be written down and after being seconded, shall not be withdrawn without the agreement of the Committee.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.
5. A member shall direct their speech to the matter under discussion, or to an explanation, or to a question or point of order.
6. Except as hereinafter mentioned, no member shall speak more than once on the same motion, amendment, or point of order.

7. The mover of any motion shall have the right of reply. In replying they shall not introduce new matter, but shall confine themselves strictly to answering the previous observations and immediately after the reply the question shall be put from the Chair without further debate.
8. Any member, in seconding a motion or amendment, may reserve their speech for a later period of the debate.
9. 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.
10. 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 Chair 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.
11. 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

12. 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 Chair shall be the judge.
13. The decision of the Chair on every point of order shall be final.

SUSPENSION OF STANDING ORDERS

14. 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.

CONSTITUTION OF SUB-COMMITTEES

15. These Standing Orders, with the exception of Standing Order No. 6, 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.
16. 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. The Chair may be re-appointed if re-elected or re-appointed as a Member for a further term. Any Chair that has served 3 consecutive terms of office shall not

be eligible to stand for a fourth consecutive term as Chair.

17. 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 they are not a member, and shall not speak without the permission of the Chair.
18. The Finance Sub-Committee shall be chaired by the Chair or in their absence a nominated person.

REFERENCES TO SUB-COMMITTEES

19. The following Sub-Committees shall have delegated to them powers and duties of the Committee in relation to matters specified:-
 - a. **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 Director(s), the Director of Operations and other staff.

b. **Local Constituency Committees**

- (i) All matters relating to the business of the Integrated Care Board.
- (ii) The Sub-Committee may invite the attendance at their meeting or meetings, of a member or members having special knowledge of the subject under consideration and they may also form sub groups for the consideration of specific subjects with power to report to the Committee if so desired.

REPORTS OF SUB-COMMITTEES

- 20. 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.
- 21. This order shall not apply to any report, which a Sub-Committee may bring up as a matter of urgency, of which the Chair of the Committee shall be the judge.
- 22. The Chair of the Sub-Committee shall sign every report of the Sub-Committee that forms part of the agenda papers of that Committee.
- 23. The Chair 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.

24. The Chair 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.
25. The Chair 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

26. 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

27. 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.

28. Any person co-opted to a meeting of the Committee 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: DR. GAURAV GUPTA

Signature: 

Date: 20th April 2023