

**MORAY LOCAL OUTDOOR ACCESS STRATEGY
PROCEDURES FOR CONDUCT OF MEETINGS AND APPOINTMENT OF
NEW MEMBERS
REVISED 2013, 2016**

1. Notice of Meetings

- 1.1 Details of the place, date and time of a meeting of the Forum and an agenda for discussion will be given to every member of the Forum not later than the seventh day before the meeting by being faxed or transmitted by other electronic means to his or her usual place of residence or employment. Members may request posting as an alternative method.
- 1.2 Public Notice of a meeting of the Forum will be given by posting Notice on the Moray Local Outdoor Access Forum website, at least seven clear working days before the meeting.

The Notice of Meeting will include:

- (a) the date, time and place of the meeting, and
- (b) information on the availability for inspection of the Agenda and accompanying reports.

2. Place of Meetings

- 2.1 Meetings of the Moray Local Outdoor Access Forum will be held at locations arranged by The Moray Council in conjunction with the Convener on the day and times fixed by them.

3. Notices of Motion for Submission to Future Meetings

- 3.1 A Notice of Motion for submission to a future meeting of the Forum will be in writing, signed by the Member of the Forum giving Notice and sent to the Convener.
- 3.2 Such a Notice of Motion must be received not later than ten days prior to the meeting of the Forum concerned. In calculating the ten days notice, the day of the Forum meeting will be excluded. If a Notice of Motion is late it may be discussed at the Convener's discretion or at the next available meeting.

4. Convener and Vice Convener

- 4.1 A Convener and Vice Convener will be elected by the Forum. The Convener and Vice Convener can serve for a maximum period of three years from the commencement of their duties. Former Conveners and Vice Conveners can apply for these positions.

4.2 At a meeting of the Forum, the Convener will preside. If the Convener is absent, the Vice Convener will preside. If both the Convener and Vice Convener are absent the Moray Access Manager will preside until the members of the Forum choose one of their number to preside.

4.3 All contact with the media should be directed through the Convener or Vice Convener.

5. Quorum

5.1 The Quorum for any meeting shall be eight members.

5.2 If within ten minutes after the time appointed for a meeting of the Forum, a quorum is not present, the Convener will adjourn the meeting to a time more appropriate. On agreement with the members present the meeting can still go ahead but without decision making authority.

6. Failure to Attend Meetings

6.1 Members of the Forum unable to attend scheduled meetings of the Forum for any reason should submit their apologies for absence to the Convener as soon as possible before the meeting. The Convener will intimate the apologies at the meeting and will record the apologies in the minute of the meeting.

6.2 Each member who is representing an organisation can name one person as a substitute who may attend in place of the member where necessary. The member should advise the Convener in advance of the meeting if they wish a substitute to attend.

6.3 Any member of the Forum who fails to attend three consecutive meetings of the Forum may cease to be a member of the Forum.

7. Members of Press/Public

7.1 Forum meetings will be quasi-public. The public can attend in an observational capacity. Those wishing to make verbal representations can do so providing prior approval of the Convener has been given subject to receipt of prior written details of any such representation.

7.2 Members of the press and public will be excluded from meetings of the Forum where items of business concern information relating to the financial, business or personal affairs of any particular person or company, or at the discretion of the Forum. This will also apply when discussion is taking place with individual access disputes.

8. Convener – Powers and Duties

- 8.1 Deference shall be paid to the authority of the Convener on all points of order, competency and relevancy. It is the duty of the Convener to preserve order and to ensure that members obtain a fair hearing. In the event of disorder, the Convener has absolute discretion to adjourn the meeting, or ask the disagreeing parties to leave the meeting.

9. Urgent Business

- 9.1 It shall be in the sole discretion of the Convener to decide whether any business not specified on the Agenda for the meeting should, by reason of special circumstances, be considered at the meeting as a matter of urgency, and such special circumstances must be specified in the Minutes of the Meeting.

10. Order of Business/Adjournment

- 10.1 The business of a meeting of the Forum shall be conducted in the order set out on the Agenda for the meeting, although any item of business may, with the consent of the meeting, be taken out of its place. The Convener may with the consent of the meeting adjourn the item to any other day time and place.

11. Declaration of Interest

- 11.1 It shall be for any member who has any personal financial interest in any matter and is present at a meeting of the Forum at which such matter is the subject of consideration, to leave the room before the matter is discussed.
- 11.2 If any Member who has any other interest in any matter and who is present at a meeting of the Forum at which such matter is the subject of consideration, the Forum will decide if that member remains present or to participate in discussion or voting.

12. Obstructive or Offensive Conduct

- 12.1 In the event of any member at a Forum meeting disregarding the authority of the Convener or of being obstructive or offensive shall be asked to leave the meeting by the Convener.

Such a motion will be put to the meeting without discussion and if supported by a majority of members of the Forum present and voting will be declared carried. The offending member will then be required by the Convener to leave the meeting.

13. Order of Speeches

- 13.1 A member wishing to speak will attract the Convener's attention by raising his or her hand, and when called upon will address the Chair. The member will direct his or her speech strictly to the matter under discussion or to the motion or Amendment to be proposed or seconded by himself or herself to a question or order.

The Convener will decide between two or more members wishing to speak by calling on the member whom he or she first observed to raise his or her hand.

14. Membership Appointments Protocol

- 14.1 Membership of the Forum will be for a three year period. New membership/re-election of Core Forum Members will be established through an elective process as detailed below.
- 14.2 Prior to end of three years from the date of any member's initial appointment nominations for election or re-election will be sought through advertisement. Vacancies will be advertised on the basis of the designated peer group; designations which are not transferrable to preserve the balance of the overall Forum membership.
- 14.3 Any vacancies which arise can be filled by a person from a reserve list as agreed by the Forum.
- 14.4 Selection will be determined by majority voting with a casting vote, if necessary by the Convenor.

15. Method of Voting at Meetings

- 15.1 The vote of the Forum will be taken normally by show of hands. If any member objects to the vote being taken by show of hands and a majority of the members of the Forum present and entitled to vote signify their support of the objection, the vote will be taken by calling the roll or by ballot.

16. Casting Votes at Meetings

- 16.1 The Convener shall in the case of an equality of votes give the additional casting vote.

17. Minutes and Agenda

17.1 Minutes will be taken for every meeting by the Minute Secretary. These will be approved by the Convener prior to issue to members. Minutes from the previous meeting will be approved and seconded at each current meeting. The Convener will agree an agenda for meetings with the Moray Access Manager to be issued to members no later than the seventh day before the meeting.

18. Reports to Meetings

18.1 Reports and papers will often accompany agendas submitted to members no later than seven days before the meeting. Such reports will be designed to facilitate informed debate and decision making at meetings. Reports will be prepared by the Moray Access Manager and other officers as required.

19. Ex Officio attendance

19.1 The Moray Access Manager will attend all Forum meetings to provide technical and administrative advice and support.

19.2 The Forum can invite speakers (to provide technical support) or observers as appropriate. Other Councillors/Council officers can attend meetings as required in an ex officio capacity as required by the Forum.

20. Working Sub Groups

20.1 Working sub groups to deal with specific issues or subject areas can be appointed by the Forum. These working sub groups can involve designated/non members as necessary to facilitate/support the working group(s).

21. Expenses

21.1 Reasonable travelling expenses incurred by members can be reimbursed by the Moray Council at the predetermined mileage rate. This includes travel by motor vehicle and public transport on the basis of home to meeting and return mileage. Forms to be completed and submitted before finance can be released.