

THE NURSES AND MIDWIVES COUNCIL (N. & M. C.)

STANDING ORDERS

THE STANDING ORDERS OF THE COUNCIL  
WERE ADOPTED IN

THE NURSES AND MIDWIVES COUNCIL, BANJUL, THE GAMBIA

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## THE NURSES AND MIDWIVES COUNCIL

### STANDING ORDERS

#### 1. ESTABLISHMENT OF COUNCIL

The constitution of the Nurses and Midwives Council, the appointment of its members and related matters and the statement of its functions are contained in Sections 1 to 13 of the Nurses and Midwives Act, 1989.

#### 2. APPOINTMENT OF CHAIRMAN AND DEPUTY CHAIRMAN

2.1. Section 4(2) of the Nurses and Midwives Act 1989 states that members shall elect from the nurses among themselves, a Chairman and a Vice Chairman.

2.2. The Chairman and Vice Chairman shall normally be appointed for the life of the Council.

2.3. The procedures for the appointment of the Chairman shall be:

2.3.1. The Registrar shall circulate by post to all members of the Council, on prescribed nomination forms, a request for nominations. Each nomination shall be proposed and seconded by members of the Council and the nominee shall sign the form to indicate assent to the nomination. The completed nomination forms shall be returned to the Registrar by a specified date which is at least 8 working days before the next convenient Council meeting. Details of the nominations shall be conveyed to members before that meeting.

2.3.2. The methods of election shall be through secret ballot.

2.3.3. The arrangements for the appointment of the Vice Chairman shall be the same as those for the appointment of the Chairman.

#### 3. MEETINGS OF THE COUNCIL

NOTE: Council shall observe Section 6 (1-7) of the Nurses and Midwives Act 1989 which relates to Council Meetings.

- 3.1. Ordinary meetings of the Council shall be held on a regular basis, at a frequency agreed by the Council from time to time, except that the Council shall meet at least 6 times in each calendar year.
- 3.2. The Chairman may at any time convene an extraordinary meeting of the Council.
- 3.3. The Secretary shall convene a meeting if required to do so by any six members of the Council upon their signed request and within fourteen clear working days of the receipt of the request. Any such extraordinary meeting which may be convened shall be for the purpose of considering the matters specified in the signed request to call the meeting and only those matters shall be considered.
- 3.4. Every member attending a meeting of the Council shall sign his/her name in a book kept by the Secretary for that purpose.
- 3.5. Where an elected member of the Council or of any of its Committees is absent from meetings for more than six months consecutively without notification or is disqualified from practising as a nurse or midwife, the Council may by resolution declare his/her office to be vacant.
- 3.6. Not less than ten days notice of any meeting shall be given to each member, directed to such address as from time to time shall be given to the Secretary. The agenda shall be sent to members at least 10 days before the next meeting of the Council. The business of the Council shall not be invalidated where any member fails to receive notification.
- 3.7. The Chairman shall preside and in his/her absence the Deputy Chairman. In the event of neither the Chairman nor the Deputy Chairman being present at any meeting of the Council, the Council shall appoint a Chairman from amongst the nurses present to preside at that meeting.
- 3.8. The quorum of the Council shall be 6.
- 3.9. The Registrar shall act as Secretary to the Council. Where exceptionally the Registrar is absent he/she shall nominate an officer to serve in his/her stead.



4. ORDER OF BUSINESS OF THE COUNCIL MEETING

- 4.1. Except in cases where the presiding Chairman, on the grounds of urgency or convenience otherwise directs, the following order of business shall be observed were relevant:
- 4.1.1. Chairman's introductory remarks and announcements.
  - 4.1.2. Agenda - to receive any recommendations from the Chairman on variations to the agenda or for the introduction of additional items.
  - 4.1.3. Apologies for Absence
  - 4.1.4. Minutes of the previous meeting
  - 4.1.5. Matters arising from the minutes
  - 4.1.6. Health and Social Policy Affairs
  - 4.1.7. Professional Policy Affairs
  - 4.1.8. Educational Policy Affairs
  - 4.1.9. Professional Conduct Affairs
  - 4.1.10. Standards and Ethics Affairs
  - 4.1.11. Administrative and Financial Affairs
  - 4.1.12. International Affairs
  - 4.1.13. Items raised by Council Members (see 4.4. - notice of motions)
  - 4.1.14. Other Business
  - 4.1.15. Date of Next Meeting
- 4.2. No substantive business which is not upon the Agenda Paper shall normally be discussed at any meeting of the Council unless the presiding Chairman declares the business to be of an urgent nature and is supported by a simple majority of the members present and voting.
- 4.3. Every motion or amendment shall be moved and seconded, and shall if the Chairman so request, be given to him/her in written form, and shall be read by the Chairman before it is further discussed or put to the meeting.

- 4.4. The Secretary shall insert in the Agenda paper of the next ordinary meeting of the Council all items raised by members, pertinent to the statutory functions of the Council, which he/she may have received at least 14 clear working days before each meeting. Items raised by members shall be in writing signed by the member concerned and shall be given or sent to the Secretary.
- 4.5. No Council decision shall be altered or rescinded during the same meeting of the Council. At any subsequent meeting any matter may be re-opened for discussion, upon a notice of motion, a copy of which has been sent out to members by the Secretary seven days before any such meeting. A decision may be rescinded if a simple majority of Council members present and voting so agree.

#### 5. COUNCIL MINUTES

- 5.1. The Secretary shall cause the proceedings of each Council meeting to be minuted and to be kept as a permanent record.
- 5.2. Copies of the minutes and agenda shall be sent to members of the Council at least seven days before the day on which the agenda for the subsequent meeting is sent.
- 5.3. The minutes shall be submitted for approval at the following meeting and subject to any agreed amendments, shall be signed by the Chairman as a true record.

#### 6. ATTENDANCE OF NON MEMBERS AT COUNCIL MEETINGS

- 6.1. On a proposal from the Chairman, or on a proposal by any Council member which, on being put to the vote is supported by a simple majority of the Council members present at the time, those persons who are not members of the Council shall withdraw. Health services representatives and staff of the Council may remain for such business. Members of the press and public shall be admitted to ordinary meetings of the Council, but such persons shall not address the Council, unless in an exceptional circumstance the Chairman shall have given prior permission. All such persons shall withdraw when requested to do so by the Chairman.

#### 7. VOTING

- 7.1. Every question, on which the manner of voting is not otherwise specified in these Standing Orders shall be decided on a show of hands by a majority of members present and voting. Any member may request that his/her vote be recorded in the minutes of that meeting. The presiding Chairman shall have a second or casting vote in the case of equality of votes.



- 7.2. If the Chairman so rules, or where otherwise indicated in Standing Orders, a ballot shall be taken of those Council members present at the meeting.
- 7.3. If a Council member so proposes, and if the proposal is seconded and supported by a simple majority, voting shall be by ballot.

#### 8. WRITTEN COMMENTS

- 8.1. Any member of the Council unable to attend a meeting of the Council may submit to the Secretary written comments on any item on the agenda provided these are received at least not later than the day prior to the relevant meeting of the Council. These comments shall be copied to members or read out in their entirety by the Chairman.

#### 9. COMMITTEES OF THE COUNCIL AND AD HOC COMMITTEES

- 9.1. The Council shall appoint the members of any committees constituted by the Council who shall hold office for a period specified by the Council.
- 9.2. Any casual vacancy which occurs on any of these committees may be filled by the Council at such future meeting of the Council as may be convenient and the person appointed to fill the casual vacancy shall hold office for the remainder of the term of office of the person in whose place he/she was appointed.
- 9.3. Unless the Council shall determine otherwise it shall appoint from within its membership, a Chairman of the Committee to serve for a period specified by the Council.
- 9.4. Each Committee shall report its proceedings to the Council and the report shall be given by the Chairman of the Committee (if present). Any proposals made by a Committee shall, normally, be in the form of recommendations to be considered by the Council. Each recommendation will require the Chairman or another member of the Committee to move its adoption and such recommendations shall be seconded before consideration by the meeting. Recommendations shall be considered individually. After vote of those present and voting, no report of a committee shall be discussed by the Council unless it has been sent to members of the Council at least three days before the meeting of the Council at which it is to be considered.

#### 10. PROCEDURE ON POINTS OF ORDER



- 10.1. A procedural motion (e.g. that the meeting proceed to the next business or that the question be now put) shall take precedence over any other motion under debate unless the Chairman declines to accept the motion.
- 10.2. If the Chairman accepts a motion that the meeting proceeds to the next business, the mover of the business under discussion shall have the right of reply before the procedural motion is put to the meeting.
- 10.3. Any procedural motion shall require a two-thirds majority of Council members present and voting in order for it to be carried.

#### 11. RULES OF DEBATE

- 11.1. Only one person shall speak at any time and if requested to do so any speaker must give way to the Chairman.
- 11.2. Any person wishing to speak shall so indicate and be invited to speak by the Chairman.
- 11.3. Any person speaking shall address his/her speech to the report/recommendation/subject under discussion and shall not introduce extraneous matter.
- 11.4. Once a recommendation or a resolution has been put to the meeting it shall not be withdrawn without the consent of the meeting on a two-thirds majority of those present and voting.
- 11.5. Any member may move an amendment to a recommendation or a resolution which shall be to:
  - 11.5.1. delete words;
  - 11.5.2. delete words and insert or add others;
  - 11.5.3. add words, constituting an addendum.
- 11.6. No Council member who has already spoken to an item under discussion shall speak a second time until all Council members wishing to speak to the item have done so, except that at the invitation of the Chairman the presenter of any report being considered or the proposer of the motion being discussed may answer questions or clarify or amplify any point.

- 11.7. It shall be the responsibility of the Chairman to see that reports, resolutions, amendments or other matters are voted upon within any time limit set so that no matter is left unresolved within the time limit unless a motion to extend the time limit has been adopted by the meeting.

## 12. COUNCIL SEAL AND THE SECURITY OF DOCUMENTS

- 12.1. There shall be Council Seal and this shall be kept by the Registrar in a secure place.
- 12.2. The Seal of the Council may be fixed to a document:
- 12.2.1. after a resolution to that effect has been passed at a duly constituted meeting of the Council;
  - 12.2.2. in case of urgency, after a written resolution to that effect has been signed by a majority of members of the Council (all available members having been notified of the terms of the resolution and not objecting within the period stated in such notice);
  - 12.2.3. without a special resolution where the document is required to give effect to a previous decision of the Council;

Provided that every sealing made under 12.2.2. or 12.2.3 shall be reported to the next meeting of the Council and recorded in the minutes.

- 12.4. There shall be kept a register in which is recorded the sealing of every document, and every such entry shall be consecutively numbered and signed by the officer attesting the Seal. The register shall be available for inspection at every meeting of the Council.

## 13. TENDERS, QUOTATIONS AND ORDERS FOR GOODS AND SERVICES

- 13.1. Tenders, Quotations and Orders for goods and service shall be approved by Council.
- 13.2. If a member has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter, and is present at a meeting of the Council at which the contract or other matter is subject of consideration, he/she shall, at the meeting and as soon as practicable after its commencement, disclose the fact and shall not take part in the consideration or discussion of the contract or other matter, or vote in any question with respect to it.



The Council may provide for the exclusion of a member in these circumstances.

- 13.3. If it comes to the knowledge of an officer of the Council that a contract in which he/she has any pecuniary interest not being a contract to which he/she is himself/herself a party, has been, or is proposed to be, entered into by the Council he/she shall, at once give notice in writing to the Council of the fact that he/she is interested therein. In the case of married persons living together, the interest of one spouse shall, if known to the other, be deemed to be also the interest of the spouse.

#### 14. SIGNATURE OF DOCUMENTS

- 14.1. Any document which requires to be signed on behalf of the Council shall, unless an enactment otherwise requires or authorises, be signed by the Registrar or by any other officers of the Council duly authorised for this purpose.

#### 15. URGENT DECISIONS

- 15.1. Where the Chairman of the Council (or, in his/her absence, the vice Chairman) authorises urgent action in respect of a matter on behalf of the Council which would normally have been considered by the Council itself, such action shall be reported to the next ensuing meeting of the Council.

#### 16. STANDING ORDERS

- 16.1. Any one or more of these standing orders may be suspended at any meeting of the Council always providing that a motion to suspend any standing order or standing orders as a whole is seconded and supported by a two-thirds majority of Council members present and voting at the meeting.
- 16.2. These standing orders may be amended at any time by the Council on a two-thirds majority vote of members present and voting at the meeting always providing that a resolution to amend standing orders shall have been submitted to the Secretary 14 clear working days in advance of the Council meeting at which it is to be considered and shall have been circulated to all Council members with agenda for the meeting.