

APPENDIX 2
Model Standing Orders
Part 1 - General

1 Meetings of the authority

- (1) The annual meeting of the authority shall be held at [place] on the [day] in May.
- (2) In addition to the annual meeting of the authority and any meetings convened by the [mayor][chairman], the clerk or members of the authority, ordinary meetings for the transaction of general business shall be held in each year as follows —

[set out days for ordinary meetings]
- (3) The annual meeting and other ordinary meetings of the authority shall, unless notice to the contrary be given by the clerk, be held at [time].

2 Chairman of the meeting

Any power of the [mayor][chairman] in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

3 Quorum

If during any meeting of the authority the [mayor][chairman], after counting the number of members present declares that there is not a quorum present the meeting shall stand adjourned and the consideration of any business not transacted shall be adjourned to a time fixed by the [mayor][chairman] at the time the meeting is adjourned or, if he does not fix a time, to the next ordinary meeting of the authority.

4 Order of business

- (1) Except as provided by paragraph (2), the order of business at every meeting of the authority shall be as follows —
 - (a) to choose a person to preside should the [mayor][chairman] and the [deputy mayor][vice-chairman] be absent;
 - (b) to deal with any business required by statute to be done before any other business;
 - (c) to approve as a correct record and sign the minutes of the last meeting of the authority;
 - (d) to deal with any business expressly required by statute to be done;
 - (e) [mayor][chairman]'s announcements;
 - (f) disposal of business (if any) remaining from the last meeting;
 - (g) to receive and consider reports, minutes and recommendations of committees;
 - (h) to answer questions asked under standing order 7;
 - (i) to consider motions in the order in which notice has been received.
 - (j) other business, if any, specified in the summons.

- (2) Business falling under item (a), (b) or (c) of paragraph (1) shall not be displaced, but subject thereto the foregoing order of business may be varied —
 - (a) by the [mayor][chairman] at his discretion; or
 - (b) by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

5 Notices of motion

- (1) Notice of every motion, other than a motion which under standing order 6 may be moved without notice, shall be given in writing and signed by a member of the authority and delivered, at least [number] clear days before the next meeting of the authority, at the office of the clerk, by whom it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to the inspection of every member of the authority.
- (2) The clerk shall set out in the summons for every meeting of the authority all motions of which notice has been duly given in the order in which they have been received, unless the member giving such a notice intimated in writing, when giving it, that he proposes to move it at some later meeting or has since withdrawn it in writing.
- (3) If a motion thus set out in the summons be not moved either by a member who gave notice of it or by some other member on his behalf it shall, unless postponed by consent of the authority, be treated as withdrawn and shall not be moved without fresh notice.
- (4) If the subject matter of any motion of which notice has been duly given comes within the province of any committee or committees it shall, upon being moved and seconded, stand referred without discussion to such committee or committees as the authority may determine, for consideration and report.
- (5) Every motion shall be relevant to some matter in relation to which the authority has powers or duties or which affects the district:

Provided that the [mayor][chairman] may, if he considers it convenient and conducive to the dispatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.

6 Motions and amendments which may be moved without notice

The following motions and amendments may be moved without notice —

- (a) appointment of the chairman of the meeting at which the motion is made;
- (b) motions relating to the accuracy of the minutes;
- (c) that an item of business specified in the summons have precedence.
- (d) remission to a committee;
- (e) appointment of a committee or members thereof, occasioned by an item mentioned in the summons to the meeting;
- (f) adoption of reports and recommendations of committee or officers and any consequent resolutions;
- (g) that leave be given to withdraw a motion;
- (h) extending the time limit for speeches;
- (i) amendments to motions;

- (j) that the meeting proceed to the next business;
- (k) that the question be now put;
- (l) that the debate be now adjourned;
- (m) that the authority do now adjourn;
- (n) authorising the sealing of documents;
- (o) suspending standing orders in accordance with standing order 37;
- (p) that the authority sit in private;
- (q) that a member named under standing order 11 be not further heard or do leave the meeting;
- (r) inviting a member to remain under standing order 15 (pecuniary interest).
- (s) giving consent of the authority where such consent is required by these standing orders;

7 Questions

- (1) A member of the authority may ask the chairman of a committee any question upon an item of the report of a committee when that item is under consideration by the authority.
- (2) A member of the authority may —
 - (a) if number] clear days' notice in writing has been given to the clerk, ask the [mayor][chairman] or the chairman of any committee any question on any matter in relation to which the authority has powers or duties or which affects the district;
 - (b) with the permission of the [mayor][chairman] put to him or the chairman of any committee any questions relating to urgent business, or which such notice has not been given; but a copy of any such question shall, if possible, be delivered to the clerk not later than [time] a.m. on the day of the meeting.
- (3) Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.
- (4) An answer may take the form of —
 - (a) a direct oral answer; or
 - (b) where the desired information is contained in a publication of the authority, a reference to that publication; or
 - (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to members of the authority.

8 Minutes

- (1) The [mayor][chairman] shall put the question "that the minutes of the meeting of the authority held on [date] be approved as a correct record".
- (2) No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is, then as soon as it has been disposed of, the [mayor][chairman] shall sign the minutes.

9 Rules of debate

- (1) A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with standing order 5 it shall, if required by the [mayor][chairman], be put into writing and handed to the [mayor][chairman] before it is further discussed or put to the meeting.
- (2) A member when seconding a motion or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- (3) A member when speaking shall stand and address the [mayor][chairman]. If two or more members rise, the [mayor][chairman] shall call on one to speak and the other or others shall then sit. Whilst a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation.
- (4) A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed [period] except by consent of the authority.
- (5) A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except: —
 - (a) to speak once on an amendment moved by another member;
 - (b) if the motion has been amended since he last spoke, to move a further amendment;
 - (c) if his first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he spoke was carried;
 - (d) in exercise of a right of reply given by paragraph (11) or (13) of this standing order;
 - (e) on a point of order;
 - (f) by way of personal explanation.
- (6) An amendment shall be relevant to the motion and shall be either —
 - (a) to refer a subject of debate to a committee for consideration or reconsideration;
 - (b) to leave out words;
 - (c) to leave out words and insert or add others;
 - (d) to insert or add words;but such omission, insertion or addition of words shall not have the effect of negating the motion before the authority.
- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of:

Provided that the [mayor][chairman] may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the authority's business.

- (8) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- (9) A member may with the consent of the authority signified without discussion —
- (a) alter a motion of which he has given notice, or
 - (b) with the further consent of his seconder alter a motion which he has moved
- if (in either case) the alteration is one which could be made as an amendment thereto.
- (10) A motion or amendment may be withdrawn by the mover with the consent of his seconder and of the authority which shall be signified without discussion, and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.
- (11) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.
- (12) When a motion is under debate no other motion shall be moved except the following —
- (a) to amend the motion;
 - (b) to adjourn the meeting;
 - (c) to adjourn the debate;
 - (d) to proceed to the next business;
 - (e) that the question be now put;
 - (f) that a member be not further heard;
 - (g) by the [mayor][chairman] under standing order 11(2) that a member do leave the meeting;
 - (h) a motion under standing order 6(p) or 12 to sit in private.
- (13) A member may move without comment at the conclusion of a speech of another member, "that the authority proceed to the next business", "that the question be now put", "that the debate be now adjourned", or "that the authority do now adjourn", on the seconding of which the [mayor][chairman] shall proceed as follows:-
- (a) on a motion to proceed to next business: unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
 - (b) on a motion that the question be now put: unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first put to the vote the motion that the question be now put, and if it

is passed then give the mover of the original motion his right of reply under paragraph (11) of this standing order before putting his motion to the vote;

- (c) on a motion to adjourn the debate or the meeting: if in his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover of the original motion his right of reply on that occasion.
- (14) A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order or statutory provision and the member shall specify the standing order or statutory provision and the way in which he considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him which may appear to have been misunderstood in the present debate.
- (15) The ruling of the [mayor][chairman] on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
- (16) Whenever the [mayor][chairman] rises during a debate a member then standing shall resume his seat and the authority shall be silent.

10 Motions affecting persons employed by the authority

If any question arises at a meeting of the authority (or of a committee of it) as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the authority, such question shall not be the subject of discussion until the authority has decided whether or not to sit in private.

11 Disorderly conduct

- (1) If at a meeting any member of the authority, in the opinion of the [mayor][chairman] notified to the authority, misconducts himself by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the authority, the [mayor][chairman] or any other member may move "that the member named be not further heard", and the motion if seconded shall be put and determined without discussion.
- (2) If the member named continues his misconduct after a motion under paragraph (1) has been carried the [mayor][chairman] shall either —
 - (a) move "that the member named do leave the meeting", in which case the motion shall be put and determined without seconding or discussion; or
 - (b) adjourn the meeting of the authority for such period as he in his discretion considers expedient.
- (3) In the event of general disturbance which the opinion of the [mayor][chairman] renders the due and orderly dispatch of business impossible, the [mayor][chairman], in addition to any other power vested in him, may without question adjourn the meeting of the authority for such period as he in his discretion considers expedient.

12 Disturbance by members of the public

If a member of the public interrupts the proceedings at any meeting the [mayor][chairman] shall warn him. If he continues the interruption the [mayor][chairman] shall order his removal from the authority's chamber. In case of general disturbance in any part of the chamber open to the public the [mayor][chairman] shall order that part to be cleared.

13 Rescission of preceding resolution

No motion to rescind any resolution passed within the preceding 6 months, and no motion or amendment to the same effect as one which has been rejected within the preceding 6 months, shall be proposed unless the notice thereof given in pursuance of standing order 6 bears the names of at least [number] members of the authority. When any such motion or amendment has been disposed of by the authority, it shall not be open to any member to propose a similar motion within a further period of 6 months.

Provided that this standing order shall not apply to motions moved in pursuance of a recommendation of a committee.

14 Voting

- (1) The mode of voting at meetings of the authority shall be by show of hands or by electronic means.
- (2) On the requisition of a member of the authority made before the vote is taken the voting on any question shall be recorded so as to show whether each member present voted for or against that question or abstained from voting.

15 Voting on appointments

Where there are more than 2 persons nominated for any position to be filled by the authority, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

16 Record of attendance

The clerk shall record the Members present at a meeting of the authority and shall also note in the minutes the time at which any Member leaves the meeting other than temporarily.

17 Interest of members in contracts and other matters

If any member of the authority has, for the purposes of section 11 of the Local Government Act 1985, a pecuniary interest in any contract, proposed contract or other matter, that member shall withdraw from the meeting while the matter is under consideration by the authority unless —

- (a) his disability to discuss that matter has been removed by the Department of Infrastructure under section 14(1) of that Act; or
- (b) the contract, proposed contract, or other matter is under consideration by the authority as part of the report of a committee and is not itself the subject of debate; or
- (c) the authority invite him to remain.

18 Interest of officers in contracts and other matters

The clerk shall report to a meeting of the authority particulars of any notice given by an officer of the authority under section 23 of the Local Government Act 1985 of a pecuniary interest in any contract or other matter under consideration by the Authority.

19 Canvassing of and recommendations by members

- (1) Canvassing of members of the authority or any committee of the authority directly or indirectly for any appointment under the authority shall disqualify the candidate concerned for that appointment. The purport of this paragraph of this standing order shall be included [in every advertisement inviting applications for appointments and] in any form of application.
- (2) A member of the authority shall not solicit for any person any appointment under the authority, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the authority with an application for appointment.

20 Relatives of members or officers

- (1) A candidate for any appointment under the authority who knows that he is related to any member or [senior] officer of the authority shall when making application disclose that relationship to the clerk. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. Every member and [senior] officer of the authority shall disclose to the clerk any relationship known to him to exist between himself and any person whom he knows is a candidate for an appointment under the authority. The clerk shall report to the authority [or to the appropriate committee] any such disclosure made to him.
- (2) The purport of this standing order shall be included [in every advertisement inviting applications for appointments or] in any form of application.
- (3) For the purpose of this standing order —
["senior officer" means any officer so designated by the authority;]
persons shall be treated as related if they are husband and wife or if either of them or the spouse of either of them is the son, daughter, grandson, granddaughter, brother, sister, nephew or niece of the other or of the spouse of the other.

21 Filling of new posts and vacancies

- (1) No new office shall be created, nor any person be employed in addition to [an authority's] [a department's] establishment, except with the agreement of the [authority] [title of committee].
- (2) Where the creation of a new post is proposed or where a vacancy occurs in the following posts [titles of posts] the [authority] [title of committee] shall obtain the views of any committee primarily concerned and decide —
 - (a) in the case of an office which the authority is not required by statute to fill, whether the office is necessary and
 - (b) in any case, what shall be the terms and conditions of the office, and no steps shall be taken to fill the post until these decisions have been taken.

- (3) All vacancies to be filled in established post of the authority (not being posts at a weekly wage), unless they are to be filled by promotion or transfer, shall be publicly advertised except where the authority otherwise determines.

Provided that where, within 6 months of the filling of a vacancy which has been publicly advertised, a similar vacancy occurs in an office in the appointment of the authority, the authority may appoint one of the former applicants.

- (4) A vacancy required to be advertised shall be advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for the office.

22 Custody of seal

The common seal of the authority shall be kept in a safe place in the custody of the clerk and shall be secured by two different locks, of which the keys of one shall be kept respectively by the [mayor][chairman] and those of the other by the clerk.

23 Sealing of documents

- (1) The common seal of the authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the authority or of a committee to which the authority have delegated their powers in this behalf:

Provides that a resolution of the authority (or of a committee where that committee has the power) authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.

- (2) The seal shall be attested by the following persons present at the sealing —
- (a) the [mayor][chairman] or [deputy mayor][vice-chairman] or another member of the authority, and
 - (b) the clerk or deputy clerk.

24 Authentication of documents

Where any document will be a necessary step in legal proceedings on behalf of the authority it shall be signed by the clerk unless otherwise required or permitted by any enactment, or the authority authorises some other person for the purpose.

25 Inspection of documents

- (1) A member of the authority may, for the purposes of his duty as such member but not otherwise, on application to the Town Clerk/Clerk of the authority inspect any document which has been considered by (a committee or by) the authority, and if copies are available shall on request be supplied for the like purposes with a copy of such a document.

Provided that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he is professionally interested or in which he has directly or indirectly any pecuniary interest within the meaning of sections 11 and 12 of the Local Government Act 1985, and that this standing order shall not preclude the Town Clerk/Clerk or the advocate to the authority from declining to allow inspection of any document

which is or in the event of legal proceedings would be protected by privilege arising from the relationship of advocate and client.

- (2) All reports made or minutes kept by any committee shall, as soon as the Committee has concluded action on the matter to which such reports or minutes relate, be open for the inspection of any member of the authority.

26 Orders and inspections

Unless specifically authorised to do so by the authority or a committee, a member of the authority shall not —

- (a) issue any order respecting any works which are being carried out by or on behalf of the authority or
- (b) claim by virtue of his membership of the authority any right to inspect or to enter upon any lands or premises which the authority have the power or duty to inspect or enter.

27 Appointment of committees

The authority shall at the annual meeting appoint such committees as they are required to appoint by or under any statute, and may at any time appoint such other committees as are necessary to carry out the work of the authority but, subject to any statutory provision in that behalf —

- (a) shall not appoint any member of a committee so as to hold office later than the next annual meeting of the authority;
- (b) may at any time dissolve a committee or alter its membership.

28 Proceedings of committees to be confidential

All agenda, reports, and other documents and all proceedings of committees and sub-committees shall be treated as confidential unless and until they become public in the ordinary course of the authority's business.

29 Constitution of committees

- (1) The following committees shall be the standing committees of the authority and shall consist of the number of members (exclusive of the [mayor][chairman]) specified opposite each committee:-
- (2) Except where otherwise provided by statute or a scheme made under statutory authority, the [mayor][chairman] shall be ex-officio a member of every standing committee appointed by the authority.

30 Election of chairman of committee

Every committee shall, at its first meeting, before proceeding to any other business, elect a chairman for the year, and may at any time elect a vice-chairman. In the absence from a meeting of the chairman (and vice-chairman if elected) a chairman for that meeting may be appointed.

31 Special meetings of committees

The chairman of a committee or the [mayor][chairman of the authority] may call a special meeting of the committee at any time. A special meeting shall also be called on the requisition of a quarter of the whole number of the committee, delivered in writing to the clerk, but in no case shall less than [3] members requisition a special meeting. The summons to the special meeting shall set out the business to be

considered thereat, and no business other than that set out in the summons shall be considered at that meeting.

32 Sub-committees

- (1) Every committee appointed by the authority may appoint sub-committees for purposes to be specified by the committee.
- (2) The chairman and the vice-chairman, if any, of the committee shall be ex-officio members of every sub-committee appointed by that committee, unless he signifies to the committee that he does not wish to serve.

33 Quorum of committees and sub-committees

- (1) Except where authorised by a statute or ordered by the authority, business shall not be transacted at a meeting of any committee unless at least [one quarter] of the whole number of the committee is present.
Provided that in no case shall the quorum of a committee be less than [3] members.
- (2) Except as aforesaid or otherwise ordered by the committee which has appointed it, business shall not be transacted at a sub-committee unless at least [one quarter] of the whole number of the sub-committee is present.
Provided that in no case shall the quorum of a sub-committee be less than [2] members.

34 Voting in committees and sub-committees

Voting at a meeting of a committee or sub-committee shall be by show of hands.

35 Standing orders to apply to committees and sub-committees

Standing order 9 (except so far as it relates to standing and to speaking more than once) and standing order 17 apply, with any necessary modification, to meetings of committees and sub-committees.

36 Amendment and revocation of standing orders

Any motion to amend or revoke these standing orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the authority.

37 Suspension of standing orders

- (1) Subject to paragraph (2), any of the preceding standing orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend standing orders shall not be moved without notice (i.e. under standing order 6) unless there shall be present at least [one-half of the whole number of the] members of the authority.
- (3) Any suspension or contravention of standing orders should be recorded in a register which will be open for inspection by electors and officers of the Department of Infrastructure.

38 Standing orders to be given to members

A copy of these standing orders, and of such statutory provisions as regulate the proceedings and business of the authority, shall be given to each member of the

authority by the clerk upon delivery to him of the member's declaration of acceptance of office on the member's being first elected to the authority.

39 Interpretation of standing orders

The ruling of the [mayor][chairman] as to the construction or application of any of these standing orders, or as to any proceedings of the authority, shall not be challenged at any meeting of the authority.

PART 2
MAKING OF CONTRACTS

Part 1 — General

1 Application

These standing orders shall apply to the making of contracts by the authority, or on its behalf, for the supply of goods or materials or for the execution of works.

2 Invitation of Tenders

- (1) Subject to the provisions of paragraph (2) and (3) and standing order 3, before seeking to make any contract the authority shall cause appropriate public notice to be placed in a newspaper circulating in the Island and in an appropriate trade journal (if any) giving not less than [14] days notice of the intended contract and inviting tenders therefore by a fixed date and time.
- (2) In the case of a contract for capital works (see standing order 10), the public notice given under paragraph (1) may invite any contractor interested in tendering for the work to submit his name to the authority and the authority may then proceed to request tenders from contractors selected from the list of those responding to the notice.
- (3) The authority may, by resolution, exempt any contract from the provisions of paragraph (1) where the authority is satisfied that the exemption is justified by special circumstances.

3 Exceptions

Notwithstanding the provisions of standing order 2(1) —

- (a) tenders for a contract for the execution of works estimated to cost between [£x] and [£y] may be sought from not fewer than three registered contractors without public notice inviting tenders.
- (b) A contract for emergency works or a contract estimated to cost less than [£x] may be sought or negotiated directly with a registered contractor, except that the circumstances of any emergency contract exceeding [£x] in cost shall be reported to the authority.

For this purpose "registered" means registered with the Isle of Man Employers Federation

4 Contents of contracts

All written contracts must provide for damages for default by the contractor and for possible cancellation in the case of bribery.

5 Delivery of tenders

Tenders shall be required to be forwarded to the clerk in plain envelopes marked TENDER. Any tender received after the date and time fixed for receipt shall not be considered.

6 Opening of tenders

Tenders shall be opened after the fixed date and time by the clerk in the presence of the [mayor][chairman] or [deputy mayor][vice-chairman of the authority].

7 Acceptance of tender

Where the authority decides to accept a tender other than the lowest, the reasons for such action shall be specified in the minutes of the meeting at which the authority makes that decision.

8 Payments on account

Payments on account to contractors shall be made on a certificate issued by an authorised officer of the authority which shall show the total amount of the contract, the value of the work executed to date, retention money, amounts paid to date, and the amounts now certified.

9 Variations of contract

Every significant variation on a contract for the execution of works shall be authorised in writing by [the authority][an authorised officer of the authority]. Variations which will result in the amount of the accepted tender being exceeded shall, as soon as possible, be reported to the authority and, except where unavoidable in the authority's interest, no expenditure shall be incurred in respect of such variations without the approval of the authority.

Part 2 — Capital schemes

10 Application

In addition to the foregoing provisions this Part shall have effect in regard to any contract for the execution of works which will form the subject of an application to the Department of Infrastructure or Department of Social Care for consent to borrowing.

11 Pre-application procedures

The relevant Department's recommended pre-application procedures must be observed.

12 Contracts

An appropriate standard form building or engineering contract must be used and every clause completed or deleted as applicable.

13. Price increases

Where the contract provides for increases in the cost of labour and materials, a schedule of the prices of labour, materials and goods must be completed. If this schedule is not completed the contract must state that fluctuations will not be allowed.

14 Provisional sums

Provisional sums should be kept to a minimum and wherever reasonably possible, all items should be written in to the specification.

15 Additions and variations

Any significant additions and variations to the contract must be approved and minuted by the authority and written instructions given to the Authority's [architect][supervising professional] for the project.

Part 3 — Supplemental

16 Amendment and revocation of standing orders

Any motion to add to, vary or revoke these standing orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the authority.

17 Standing orders to be given to members

A copy of these standing orders shall be given to each member of the authority by the clerk upon delivery to him to the member's declaration of acceptance of office on the member's being first elected to the authority.

