

**Rules made by the River Stour (Kent) Internal Drainage Board with the approval of the Secretary of State under paragraph 3 (1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes**

### **Regulations as to Proceedings**

1. a) Meetings of the Board, for which 14 days notice will be given, will be open to the public and press who will, on the invitation of the Chairman, be able to speak at the meeting. The Board can make a resolution to exclude the public and/or press from a meeting or part thereof.  
  
b) The Board will hold an Annual General Meeting at which the election of a Chairman and a Vice-Chairman will be made.  
  
c) The Board will hold a meeting at which a Drainage Rate and Special Levies will be set to enable the latter to be served on the Special Levy Councils by no later than the 15<sup>th</sup> February in respect to the following financial year.  
  
d) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post, or other means, despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4. a) A formal meeting of the Board cannot be conducted unless six members are present at the start of and during the meeting. If departures reduce the number below six then the Chairman will terminate the meeting at that point.  
  
b) All resolutions and proposals will be decided by a majority of votes of the members present.  
  
c) In the case of an equality of votes at the meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue, to be determined from time to time, with such venue being confirmed in the Agenda.
6. Following any Reconstitution the Board shall, as soon as they conveniently can, appoint a Chairman and a Vice-Chairman. The term of office of such a Chairman and a Vice-Chairman shall continue until the first meeting of the Board after the next election following their appointment.
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall, as soon as they conveniently can, after the occurrence of such a vacancy, choose one of their number to fill such a vacancy.

8. a) At any meeting of the Board, the Chairman, if present shall preside.
  - b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
  - c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose some one of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:-
  - a) of all appointments of Officers made by the Board
  - b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board.
  - c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
  - d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board.

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

10. All proceedings, resolutions and reports of every Committee or Sub-Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted.

#### **Committees or Sub-Committees**

11. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committees or Sub-Committees shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with a specific issue.
12. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the members present shall choose some one of their number to be Chairman of such meeting.
13. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to minutes of Committees and Sub-Committees.

## **Standing Orders Order of Debate**

15. A Member must observe the Board's Code of Conduct whenever he:-
  - a) conducts the business of the Board;
  - b) conducts the business of the office to which he has been elected or appointed; or
  - c) acts as a representative of the Boardand references to a Member's official capacity shall be construed accordingly.
16. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.
17. Every proposal or amendment, other than the approval of a report of a Committee or Sub-Committee, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
18. The Chairman will invite members to speak on the subject under discussion.
19. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
20. Every amendment shall be relevant to the proposal to which it is applied.
21. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the previous amendment shall has been dealt with, but notice of any number of amendments may be given.
22. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
23. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
24. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived within the preceding six months shall be in order unless: (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
25. Order 24 shall not apply to proposals, which are moved by the Chairman or other Members of a Committee or Sub-Committee in pursuance of the report of that Committee.

### **Common Seal**

26. The Common Seal of the Board shall be kept in a safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board's resolutions and in the presence of both the Chairman or the Vice Chairman in the Chairman's absence, and the Clerk of the Board.
27. Copies of all sealed documents must be retained and a record of each use of the Common Seal recorded in the Common Seal Register.

### **Suspension of Standing Orders**

28. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the Members of the Board present and voting are in agreement.

*The Common Seal of the River Stour (Kent) Internal Drainage Board was affixed hereto in pursuance of a Resolution of the Board dated the Twenty Fourth day of November 2005, in the presence of*

*Chairman of the Board*

*Clerk of the Board*

**(November 2005)**