

# Standing Orders

OF

## The Stornoway

## Trustees



Acting under Deed of Gift

by

The Late Viscount Leverhulme  
of the Western Isles.



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# STANDING ORDERS

of

## THE STORNOWAY TRUST

Acting under Deed of Gift

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The Late VISCOUNT LEVERHULME

of the Western Isles

as amended by the Stornoway Trust Confirmation  
Act, 1975

1. The regular Meetings of the Trustees shall be held on the last Friday of each month at 7.30 p.m., unless the Trustees should specifically determine otherwise. A Quorum of the Trustees shall consist of Five Members.
2. The Chairman may at any time call Special Meetings of the Trustees should there be business of an important and urgent nature to be transacted. He may also call such Meetings on the requisition of Five Members of the Trust, and, failing his doing so within seven days after the presentation of such requisition, any Five Members of the Trust may, on the expiration of such Seven Days, call a Meeting through the Clerk of the Trust. But no resolution shall be binding unless there be a Quorum of the Trustees present.
3. Not less than 72 hours' notice shall be given of any Regular Meeting of the Trust, and not less than 24 hours' notice of any Special Meeting.
4. The Trustees may from time to time, hold adjourned Meetings, but no business shall be transacted at any adjourned Meeting except such as was set out in the Summons for the Meeting of which it is an adjournment, unless a fresh Summons is sent out specifying any additional business.
5. At all meetings of the Trustees no business other than that on the Agenda shall be considered, unless in the opinion of the Chairman, the same is relevant, competent and urgent, and on a vote the consent of two-thirds of the Members present be obtained.

6. The Chairman shall be elected in terms of the Schedule to the Stornoway Trust Confirmation Act, 1975, and should he be absent from any Meeting, the Trustees present at such Meeting shall appoint one of themselves to be Chairman of the Meeting, and at every Meeting the Chairman presiding shall have a deliberative, as also in cases of equality, a casting vote.

#### ORDER OF BUSINESS

7. The Chairman shall take the Chair, or in his absence a Chairman shall be appointed in terms of Clause 6.
- (a) The Summons calling the Meeting shall be laid on the Table and the Sederunt taken.
  - (b) The Minutes of the last Regular Meeting, and of any Special Meeting since held, shall be read by the Clerk, or having been circulated, shall be held as read, and if the same be approved of as containing a true record of the proceedings of the former sederunt, shall be signed by the Chairman of the Meeting at which the Minutes are approved.
  - (c) Thereafter the business remaining from or arising out of the former Meeting shall be proceeded with in its order.
  - (d) The Reports of all Meetings of Committees shall be read, or having been circulated shall be held as read, and the business arising therefrom considered and disposed of in the order so read.
  - (e) Motions as to other matters, of which Notice has been previously given, shall be considered in the order in which such notices were received by the Clerk.
  - (f) Petitions, Memorials, Letters and other Documents shall be received and orders given thereanent, and Accounts considered with a view to payment.
  - (g) The Chairman may, with the consent of the Meeting, vary the order of the business for the sake of facilitating the proceedings, or so as to give precedence to any business of special urgency.

## NOTICES OF MOTION

8. Every Notice of Motion shall be in writing, signed by the Member of the Trust giving the Notice. A Notice of Motion which shall not have been received prior to one o'clock in the afternoon preceding the usual day for issuing the Summons for any Meeting of the Trust shall not be specified in the Circular of business for, nor considered at such Meeting. But this Order shall not apply to business regularly before the Meeting under Order 7 (a), (b), (c), (d), (e), (f), (g).
9. If a Motion, notice of which is specified in the Summons be not moved either by the Member who has given the Notice or by some other Member on his behalf when it came on in due course, it shall, unless postponed by leave of the Meeting, be considered as dropped, and shall not be moved without fresh Notice.

## RESCINDING RESOLUTIONS

10. No Order, Determination or Resolution once agreed upon at any Meeting shall be rescinded or altered at any subsequent Meeting unless Notice of the intention to propose such Revocation or Alteration shall have been given in the Circular calling the Meeting. All findings shall stand for a period of six months without Repeal or Revocation.

## APPOINTMENT OF OFFICERS

11. When a Vacancy in any remunerative office shall occur the Trustees may if they think fit, temporarily appoint some person to carry on the duties of the office until a successor be duly appointed.
12. The Testimonials sent in by the Candidates for any appointment for which an Election has been ordered shall be deposited with the Clerk for the inspection of the Members of the Trust three days at least before the day of Election.
13. When there are more than two Candidates, and the first voting does not produce an absolute majority of votes in favour of any Candidate, the Candidate

having the least number of votes shall be struck off the list, and a fresh voting shall take place; and so on, till an absolute majority shall be obtained in favour of one Candidate; the Chairman having a casting as well as a deliberative vote. Thereupon the election of such Candidate shall be proposed by the Resolution.

#### ORDER OF DEBATE

14. The Chairman shall decide all questions of order, relevancy and competency, arising at Meetings of the Trust, and his ruling shall be final and shall not be open to discussion; provided that on a vote being called for by a majority and taken, the consent of two-thirds of the Members present be obtained in regard to relevancy and competency.
15. Motions shall be considered as falling under one of the following categories, and shall be dealt with as follows:—
  - (a) The original Motion.
  - (b) Counter-Motions — Being Motions contradictory of the original Motion or of a substantial part of the original Motion.
  - (c) Amendments — Being Motions not substantially contradictory of the original Motion but for making deletions, alterations or additions thereto without defeating its main object.
  - (d) Amendments on Amendments already moved and seconded.

The Chairman shall without discussion decide the category under which any Motion shall be considered to fall, and his ruling shall be final, and shall not be open to discussion.
16. Every Motion, Counter-Motion or Amendment shall be moved and seconded, and shall, when required by the Chairman, be reduced to writing and handed to the Chairman or the Clerk, and shall be read before it is further discussed or put to the Meeting.
17. When Notices of more than one Motion on any question have been given, the Chairman shall

determine their Order of Priority before the discussion begins, provided always that a motion approving of a Report of a Committee shall always have Priority over other Motions having reference to such Report.

18. A Member of the Trust shall stand when speaking, and shall address the Chair. If two or more Members rise together the Chairman shall call upon one to speak.
19. A Member who speaks shall direct his speech strictly to the Motion under discussion, or to a Motion or Amendment to be proposed by himself or to a question of order.
20. A Member shall not address the Meeting more than once on any Motion or Amendment, but the Mover of an original Resolution may reply, and in his reply shall confine himself strictly to answering previous speakers and shall not introduce any new matter into the debate, provided always, that a Member may, with the consent of the Chairman, speak to a point of order or in explanation of some material part of a speech, made by him which he believes to have been misunderstood.
21. After the Mover has been called on by the Chairman to reply, no other Member shall speak to the question.
22. A Motion, Counter-Motion or Amendment once made and seconded shall not be withdrawn without the consent of the Mover and Seconder thereof.
23. Every Amendment shall be relevant to the Motion on which it is moved; the Chairman to decide as to relevancy, and to have power to conjoin Amendments which are not inconsistent with each other.
24. When a Motion has been amended (which it is hereby provided may be done with consent of the Meeting) it shall be competent to the Proposer of any subsequent Amendment with consent of the Chairman, to alter its wording to such extent as (without changing its original sense) may fit it more perfectly into the form which the amended Motion has assumed.

25. If the previous question is moved, it shall be considered a direct negative of a Motion, and all Amendments upon it, and shall be put to the vote before all the Amendments.
26. In the discussion of a question before the Meeting a Trustee may not read his Speech without leave of the Meeting. No speaker shall address the Meeting for a longer period than ten minutes in the case of the Mover of a Motion, and five minutes for any other Speaker, unless the Chairman shall determine that the Meeting desires him to continue and shall intimate to that effect.
27. No Member shall speak to any Motion, Counter-Motion or Amendment or point of order while the Chairman is on his feet, and any Member who may be in the course of speaking shall desist and resume his seat when the Chairman rises and shall remain sitting until called upon from the Chair to proceed.
28. In the event of any Member at any Meeting disregarding the authority of the Chairman, or being guilty of obstructive or offensive conduct a Motion may be thereupon moved and seconded to suspend such Member for the remainder of the Sitting, and if supported by at least two-thirds of the Members present the Motion shall be declared carried and the suspended Member shall thereupon leave the Meeting. The Chairman may at his discretion adjourn the Meeting.
29. It shall be open to a Member to record his dissent on any decision.

#### SUSPENSION OF STANDING ORDERS

30. Any one or more of the Standing Orders, in any case of urgency so declared and moved by the Chairman, or upon Motion by a Member and duly seconded, may be suspended at any Meeting, so far as regards any business at such Meeting, provided that two-thirds of the Members of the Meeting present and voting shall so decide.

### QUESTIONS OF ORDER

31. The Chairman shall be the sole Judge of questions of Order, and his decision thereon shall be final. It shall be his duty to check every attempt to violate the Standing Orders, and to take care that they are strictly obeyed and enforced.

### VOTING

32. The voting shall be determined by a show of hands unless four Members shall demand a roll call, in which case a roll call shall be taken of the vote just recorded. In the taking of a roll call, each Member present when the vote was taken shall be asked to declare whether he or she supported the Motion, supported the Amendment or did not vote. The roll call shall be recorded in the Minutes of the Meeting. In the event of a roll call being decided upon, Members who were not present when the division was taken shall not be admitted until the roll call has been completed, and such Members shall be recorded not voting; nor shall any Member who was present when the division was taken leave the room without declaring his or her vote. The Chairman shall nominate Members as Scrutineers, but acceptance of such nomination shall not invalidate the right of a Scrutineer to record his vote.

### ADJOURNMENT

33. A Member moving that the Meeting do now adjourn may speak for not more than five minutes, and if the Motion be seconded, it shall be seconded without a speech, and put by the Chairman without debate. Another Motion for adjournment shall not be competent until the expiry of half-an-hour from the previous one. Any business not disposed of at the Meeting shall at next Meeting have a preference over other business of the same class.

### DEPUTATIONS

34. No Deputation shall be received by the Meeting unless on application in writing for admission, setting forth the subject on which the Deputation craves



to be heard, shall have been previously sent to the Chairman or the Clerk.

35. Any Trustee may put questions to a Deputation pertinent to the subject on which they appear, but no one shall express an opinion upon or discuss the subject until the Deputation have withdrawn.

#### COMMITTEES

36. The foregoing Orders, so far as applicable, and so far as not modified by the following Orders, shall be the Rules and Regulations for the proceedings of Committees and Sub-Committees, and in addition, the following Rules shall apply :—

A Convener of Committee may at any time call a Meeting of Committee by giving 24 hours' notice thereof.

It shall not be necessary to specify the business in the Notice of Meetings of Committees, and no previous Notice shall be requisite of Motions to be brought before a Committee.

All recommendations of Committees shall be placed before the first Regular Meeting of the Trustees for approval.

A majority of the Members of a Committee shall constitute a Quorum of a Committee.

#### AMENDMENT OR ALTERATION OF STANDING ORDERS

These Orders may be altered or added to at any time by the Trustees, provided Notice of the Motion to that effect be given at the preceding Regular Meeting, and in the Notice convening the Meeting at which the same is to be discussed.