



The Northern Ireland Council for Curriculum, Examinations and Assessment

STANDING ORDERS

Standing orders relating to the convening of meetings of the Council and of committees and sub-committees, the fixing of the quorum, the conduct of business at meetings, the keeping of minutes, accounts and other records, the signing of cheques, the custody of deeds and other documents, the duties of officers and such other matters connected with the conduct of its business as it thinks fit in pursuance of paragraph 6 of Schedule 3 of Article 73 of The Education (Northern Ireland) Order 1998.

STANDING ORDERS FOR THE COUNCIL

1 Place of Meeting

1.1. Meetings of the Council shall normally be held at the offices of the Council but the Council may, at any time, resolve to hold a meeting in any other place.

2 Frequency of Meetings

2.1. The Council shall meet at such times as the conduct of business may require provided that:

- i there shall be at least three ordinary meetings of the Council in any calendar year;
- ii the Chairperson, or Deputy-Chairperson if the Chairperson is unavailable, may call a special meeting of the Council at any time;
- iii a special meeting of the Council may be called at any time if requested in writing by at least one third of the members.

3 Convening of Meetings

3.1. A notice to attend a meeting specifying the business to be transacted shall be sent to every member at least five clear days before the meeting.

4 Confidentiality of Proceedings

4.1. The proceedings at meetings shall be conducted in confidence.

5 Conduct of Business

5.1. At any meeting, the Chairperson, if present, shall preside.

5.2. If the Chairperson is absent, the Deputy-Chairperson, if any, appointed by the Council, if present, shall preside.

5.3. If both the Chairperson and Deputy-Chairperson are absent, the members present shall, before any other business is transacted, appoint one of themselves to be Chairperson of the meeting.

5.4. The board may adjourn any meeting to a later hour on the same day or any other day and hour.

6 Powers of Chairperson

6.1. The Chairperson of the meeting shall decide on the questions of order, relevancy and regularity and on the interpretation of the standing orders.

7 Voting

7.1. Subject to the provisions of paragraph 16 of these Standing Orders, any question put to a vote shall be determined by a majority of the votes of the members present and voting on the question. In the case of an equality of votes, the Chairperson of the meeting shall have a casting vote.

7.2. Any question put to the vote shall, at the discretion of the Chairperson, be determined by oral expression or by show of hands or by ballot.

8 Register of Attendance

8.1. The names of the members present shall be recorded in the minutes of the proceedings.

9 Quorum

9.1. No business shall be transacted at a meeting of the Council unless at least one-third of the members are present.

10 Minutes

10.1. The minutes of the proceedings of a meeting shall normally be drawn up in chronological order and entered in a permanent record kept for that purpose and, at the next ensuing ordinary meeting, shall normally be submitted for approval, proposed and seconded for adoption by the Council, as a correct record and signed, with or without correction as the case may be, by the Chairperson or Deputy-Chairperson or other person presiding thereat.

10.2. Copies of the minutes shall be sent to each member of the Council normally at least five clear days before the ordinary meeting following that to which the minutes relate.

11 Variation or Suspension or Revocation of Standing Orders

11.1. At least 10 days' notice shall be given in writing of any proposal to vary, suspend or revoke the Standing Orders. Where such notice has been given, the proposal shall be:

- a. received, and if necessary, clarified at the first ordinary meeting of the Council following the notice; and
- b. debated and either accepted or rejected at the second ordinary meeting of the council following the notice, provided that the Standing Orders shall not be varied or revoked unless at least two-thirds of the members present at this meeting are in favour of the proposal.

11.2. Any one or more of these Standing Orders may be suspended at any meeting so far as regards any business at such meeting provided that not less than two-thirds of members present are in favour of such suspension.

STANDING ORDERS FOR COMMITTEES AND SUB-COMMITTEES

12 Establishment of Committees and Sub-Committees

12.1. The Chairman will put forward proposals to Council for Chairpersonship and membership of the main committees. Council will determine the membership and Chairpersonship of the main committees. **These main committees will determine the membership and chairpersonship of any sub-committees.**

13 Convening of Meetings of Committees

13.1. The Chief Executive shall summon any committee on the request of its Chairperson.

14 Quorum

14.1. Business shall not be transacted at any meeting of any committee unless at least one-third of the members, or such number as the Council may determine, are present.

15 Application of Standing Orders to Committees and Sub-Committees

15.1. The Standing Orders of the Council shall, so far as they are relevant, apply to its committees and sub-committees unless the Council shall determine otherwise.

OTHER MATTERS

16 Interest of Members in Contracts and Other Matters

16.1. If any member of the Council has any pecuniary or other material interest, direct or indirect, in any contract or other matter and is present at a meeting of the Council or a Committee or sub-committee at which the contract or other matter is the subject of consideration, he/she shall at the meeting, as soon as practicable after the commencement thereof, disclose the fact and shall not take part in the consideration or discussion of, or vote on any question with respect to, the contract or proposed contract or other matter and shall retire from such meeting while the contract or other matter is being considered unless the Council, committee or sub-committee invite him/her to remain.

16.2. 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 that spouse.

16.3. If any question should arise as to what in any circumstances amounts to a direct or indirect pecuniary interest, the Chairperson of the meeting concerned shall adjudicate on the issue and the decision shall be final.

17 Financial and Other Records

17.1. Accounts of the receipts and payments and other records of the Council's committees shall be kept in such a manner and form as may be Required by the Council in conformity with the Order or other such HM Treasury or Departmental instruction or guidance.

18 Signing of Cheques, etc

18.1. All cheques, promissory notes, and other negotiable instruments and all receipts for moneys paid to the Council, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the Council shall from time to time by resolution determine.

19 Custody of Deeds and Other Documents

19.1. The Chief Executive shall make arrangements and be responsible for the safe-keeping and confidentiality of deeds and all other documents of the Council.

20 Custody of Common Seal

20.1. The common seal of the Council shall be kept in a safe place and shall be secured by a lock, the keys of which shall be in the custody of the Chief Executive of CCEA or an officer of CCEA designated by the Chief executive for the purpose.

21 Sealing of Documents

21.1. No document shall be sealed except in pursuance of a resolution of the Council or of a committee to which the Council has by resolution referred and delegated its powers in that behalf.

22 Attestation of Sealing

22.1. The seal shall be affixed in the presence of the Chairperson or other member nominated by the Council and the Chief Executive or his/her authorised deputy and shall be attested by them.

23 Register of Sealings

23.1. The Chief Executive shall keep a register in which he/she or his/her authorised deputy shall enter a record of the sealing of every document and every such entry shall be signed by the Chairperson or other member of the Council present when the document is sealed. The entries in the register shall be consecutively numbered.

25 Canvassing of and Recommendations by Members

25.1. Canvassing of members of the Council for any appointment under the Council shall disqualify the candidate for such appointment.

25.2. A member of the Council shall not solicit for any person any appointment under the Council.

26 Standing Orders to be given to Members

26.1. A copy of these Standing Orders shall be given to each member of the Council.

INTERPRETATION

27.1. The Chairperson of the Council shall be the final authority in the interpretation of these Standing Orders.

27.2. Throughout these Standing Orders 'Order' means The Education (Northern Ireland) Order 1998; 'Council' means the 'the Northern Ireland Council for Curriculum, Examinations and Assessment' (CCEA); 'committee' means 'committee of the CCEA'; 'sub-committee' means 'sub-committee of

CCEA'; 'member' means 'member of the CCEA or of a committee or sub-committee of the Council'; 'Chief Executive' means 'Chief Executive of the CCEA'; and 'officer/s' means officer/s of the CCEA';