



**Thame Town Council**

# **Standing Orders**

## **May 2013**

# THAME TOWN COUNCIL



## STANDING ORDERS

Note: Those Standing Orders in **Bold Type** may not be suspended (see Standing Order 34)

### 1. Meetings

1.0 Meetings of the Council shall be held in the Upper Chamber at the Town Hall, Thame, at 6.30pm unless following a previous meeting, when it will commence on the rising of that meeting but no later than 7.30pm.

1.1 ***In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office.***

1.2 ***In a year that is not an election year the Annual Council Meeting shall be held on such day in May as the Council may direct.***

1.3 ***In addition to the statutory Annual Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.***

### 2. Chairman of the Meeting

2.0 ***The Mayor shall preside at all meetings and shall exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.***

### 3. Proper Officer

3.0 Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, they shall be the Town Clerk or nominated officer: -

- a. To receive declarations of acceptance of office
- b. To receive and record notices disclosing interests at meetings
- c. To receive and retain plans and documents
- d. To sign notices or other documents on behalf of the Council
- e. To receive copies of byelaws

- f. To certify copies of byelaws made by the Council
- g. To sign and serve on Members a summons to attend meetings of the Council by delivery, post or electronic means confirming the date, venue and the agenda of a meeting of the Council or a Committee at least 3 clear days before the meeting
- h. To give public notice of the date, venue and agenda at least 3 clear days before meeting of the council or a Committee
- i. To keep proper records for all Council meetings

#### **4. Quorum**

**4.0** *One-third of the total Membership shall constitute a quorum at meetings of the Council. A motion to suspend Standing Orders shall not be moved without notice unless at least two-thirds of the Members are present.*

**4.1** If a quorum is not present 10 minutes within ten minutes of the start time of a meeting or if during a meeting the number of councillors present, not counting those debarred by reason of a declared interest, falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Mayor may fix.

#### **5. Length of Meetings**

**5.0** Except at the discretion of the Mayor, all meetings of the Council shall finish not later than two hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Mayor may decide.

#### **6. Voting**

**6.0** Members shall vote by show of hands. The election of a Mayor and Deputy Mayor however, may be a recorded signed ballot if requested by a Member..

**6.1** *If two Members so require before the vote is taken, the Town Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such record shall also show Members present but abstaining from voting.*

**6.2** *Subject to 6.3 and 6.4 below, the Mayor may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote even if he gave no original vote.*

**6.3** *If the person presiding at the Annual Meeting would have ceased to be a Member of the council but for the statutory provisions which preserve the Membership of the Mayor and Deputy Mayor until the end of their term of office, he may not give an original vote in an election for Mayor.*

**6.4** *The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.*

**6.5** Any Member may request immediately after a vote has been taken that the minutes record the way their vote was cast.

## **7. Order of Business**

**7.0** At the Annual Council Meeting the first business shall be:

- a) **To elect a Mayor** who normally must have served continuously on the Council for two years.
- b) To receive the Mayor's declaration of acceptance of office**
- c) To elect a Deputy Mayor
- d) To receive the Deputy Mayor's declaration of acceptance of office**
- e) To receive apologies of absence.
- f) To receive any Declarations of Interest.
- g) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received**
- h) To agree the Mayor's allowance
- i) To approve the committee structure, terms of reference and responsibilities
- j) To appoint committees
- k) To appoint representatives to outside organisations
- l) To approve the schedule of meetings for the forthcoming year

**7.1** ***At every meeting other than the Annual Meeting the first business shall be to appoint a person to preside if the Mayor and Deputy Mayor are absent or have not arrived within 10 minutes of the pre-determined start time.***

**7.2** After the first business of the Annual Council Meeting has been completed and for all other meetings, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

- a) ***To deal with business expressly required by statute to be done before any other business.***
- d) To receive the Mayor's report and any such communications as the Mayor may wish to lay before the Council.
- e) To receive reports from the County and District Councillors.

- f) To consider motions in the order in which they have been notified.
- g) To answer questions pursuant to Standing Order 11.
- h) To approve and adopt the minutes as a correct record in accordance with Standing Order 12.
- i) To dispose of business, if any, remaining from the last meeting.
- j) To receive and consider reports and minutes of Committees.
- m) To consider any other matters specified in the summons.
- n) To consider confidential and exempt matters.

**7.3** A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Mayor or by any Member and, if proposed by the Mayor, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

## **8. Public Participation**

**8.0** Subject to 8.1 below, Members of the public shall be allowed to address the Council on a matter before the Council except at the Annual Council Meeting on the following conditions.

- a) That they make their intention known to the Town Clerk by 5pm on the day prior to the day of the meeting.
- b) That where a number of people wish to make similar representations they are prepared to select one person from amongst their number to speak for them all.
- c) That where different people wish to speak on each side of an issue then each side may appoint one Member to represent their views.
- d) That no Member of the public may speak for more than five minutes and that the public participation session lasts for no longer than twenty minutes.

**8.1** The procedure for dealing with such a request shall be as follows

- a) The Clerk shall inform the Mayor prior to the meeting that such a request has been received and the Mayor will decide whether or not to accept the request. If the Mayor does not accept the request the first item of business shall be to move that the request be rejected and the Council shall decide, according to Standing Order 13.0.
- b) The Mayor shall at the agreed time in the agenda allow any Members of the public to address the meeting in relation to business on the agenda. Such sessions will form part of the Council meeting in law and shall be duly minuted. Where, however, Members of the council exercise their rights pursuant to 8.1 c) Members of the public shall be

allowed to attend the meeting to make representations, answer questions or give evidence relating to the business to be transacted.

- c) At all meetings of the Council, the Mayor may permit Members of the council who have prejudicial interest in relation to any item of business on the agenda to make representations, answer questions or give evidence relating to the business. Members shall withdraw from the room immediately after making their contribution. Such sessions form part of the Council meeting in law and shall be duly minuted.
- d) The Mayor may move the order of business be altered to take the matter on which the public has made representations immediately after the minutes of the meeting have been approved, or in such other place as seems appropriate.

## **9. Notices of Motion**

- 9.0** Except as provided by Standing Order 10, no notice of motion may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least three working days before the next meeting of the Council excluding the day of submission and the day of the meeting.
- 9.1** The Town Clerk shall date every notice of motion when received, shall number each notice in the order in which it was received and keep a record of such which shall be open to the inspection of every Member of the Council.
- 9.2** The Town Clerk shall insert in the summons for every meeting all notices of motion given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 9.3** If a notice of motion specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 9.4** If the subject matter of a notice of motion comes within the competence of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other committee as the Council may determine for report; provided that the Mayor, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 9.5** Every notice of motion shall be relevant to some subject over which the Council has power or duties, which affects its area.
- 9.6** A Motion to add or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the name of at least 5 Members.

## **10. Motions Moved Without Notice**

- 10.0** The following motions may be moved without notice:
  - a) To appoint a Chairman of the meeting.
  - b) To correct the Minutes on a matter of accuracy.

- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To adjourn the meeting
- h) To refer a matter to a Committee.
- i) To appoint a Committee or any Members thereof.
- j) To adopt a report.
- k) To authorise the sealing of documents as pursuant to Standing Order 20.
- l) To amend a motion.
- m) To give leave to withdraw a motion or an amendment.
- n) To extend the time limit for speeches.
- o) To exclude the press and public under Section 1(2) of the Public Bodies (Admissions to Meetings) Act, 1960.
- p) To silence or eject from the meeting a Member named for misconduct under Standing Order 16.
- q) To give the consent of the Council where such consent is required by these Standing Orders.
- r) To suspend any Standing Order (pursuant to Standing Order 34) to allow an open discussion outside the normal rules of debate

## **11. Questions**

- 11.0** A Member may ask the Mayor of the Council any questions concerning the businesses of the Council. Any such questions shall be put when the item "Questions" on the Agenda is reached.
- 11.1** A Member may ask the Chairman of a Committee any question upon the minutes or report of the Committee then before the Council if the question is put before the Council's consideration of those procedures is finished.
- 11.2** Every question shall be put and answered without discussion and no debate shall be allowed.
- 11.3** Where the reply cannot conveniently be given orally, it shall be deemed a sufficient reply if given in writing and circulated to Members with the minutes of the meeting at which the question was asked.

## **12. Minutes**

- 12.0** The Mayor shall propose that the minutes of the Council be approved as a correct record and seek a seconder.
- 12.1** The Mayor shall go through the minutes to allow Members to raise any points of accuracy.
- 12.2** No motion or discussion shall take place upon the minutes except upon their accuracy.
- 12.3** **The Mayor shall initial each page and sign the last page of the minutes.**
- 12.4** The Mayor shall then go through the minutes page by page to allow Members to ask any question as to the progress of any item.

## **13. Rules of Debate**

- 13.0** A motion or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given under Standing Order 9, it shall, if required by the Mayor, be put in writing and handed to the Mayor before it is further discussed or put to the meeting.
- 13.1** 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.
- 13.2** A Member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- 13.3** No speech shall exceed 5 minutes except by consent of the Council.
- 13.4** An amendment shall be relevant to the motion and shall be either:-
  - a) To leave out words
  - b) To leave out words and insert others
  - c) To insert or add words
- 13.5** An amendment shall not have the effect of negating the motion before the Council.
- 13.6** A Member may, with the consent of his seconder, move amendments to his own motion.
- 13.7** If an amendment be carried, the motion, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- 13.8** A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 13.9** The mover of a motion or of an amendment shall have a right of reply, not exceeding 3 minutes and shall have the right of reply immediately before a vote is taken.



**13.10** A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any motion except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

**13.11** A Member may speak on a point of order or a personal explanation.

**13.12** A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

**13.13** When a motion is under debate no other motion shall be moved except the following:

- a) To amend the motion.
- b) To proceed to the next business.
- c) To adjourn the debate.
- d) That the question be now put.
- e) To refer a subject of debate to a Committee for consideration or reconsideration.
- f) That a Member named be not further heard.
- g) That a Member named leave the meeting.
- h) That the motion be referred to a committee.
- i) To exclude the public and press.
- j) To adjourn the meeting.

**13.14** A Member must raise their handstand when wishing to speak and will only do so when given permission by the Mayor.

**13.15** A Member shall address the Mayor when speaking.

**13.16** If two or more Members raise their hands to speak, the Mayor shall decide whom to call upon and the other will remain silent

**13.16** Whenever the Mayor speaks during a debate all other Members shall be silent.

**13.17** When a Member is speaking other Members will be silent unless rising on a point of order or a personal explanation.

## **14. Closure of Motions**

- 14.0** At the end of any speech a Member may, without comment, move “that the question be now put”, “that the debate be now adjourned”, “the Council proceed to the next business” or “that the Council do now adjourn”.
- 14.1** If such a motion is seconded, the Mayor shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated.
- 14.2** If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.
- 14.3** A Member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

## **15. Point of Order and Personal Explanation**

- 15.0** A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard without delay.
- 15.1** A point of order shall relate only to the alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or the statutory provision and the way in which he or she considers it has been broken.
- 15.2** A personal explanation shall be confined to some material part of a former speech by him or her, which may appear to have been misunderstood in the present debate.
- 15.3** The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.

## **16. Disorderly Conduct**

- 16.0** *All Members must observe the Code of Conduct adopted by the Council.*
- 16.1** Whenever a Chairman rises during a meeting the Members will be silent.
- 16.2** No Member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- 16.3** If, in the opinion of the Chairman, a Member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 16.4** If either of the Standing Orders 16.1 and 16.2 are disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

## **17. Decisions and Reversal of Previous Resolution**

- 17.0** All actions which are to be decided by Council will be proposed and seconded.
- 17.1** A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special motion, the written notice whereof bears the names of at least five Members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- 17.2** When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

## **18. Voting on Appointments**

- 18.0** Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute 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 taken, and so on until a majority of votes is given in favour of one person.

## **19. Motions on Expenditure**

- 19.0** If any motion or amendment moved under a Standing Order would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion until such time as any committee affected by it and the Policy & Resources Committee has reported on the matter.

## **20. Sealing of Documents**

- 20.0** The Common Seal of the Council shall be kept in a safe place in the custody of the Town Clerk.
- 20.1** A document shall not be sealed on behalf of the Council unless authorised by a resolution of the Council.
- 20.2** The Common Seal shall be affixed at a meeting of Full Council in the presence of the Town Clerk, the Mayor, and one other Member of the Council who shall attest the sealing.

## **21. Standing Committees**

- 21.0** The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary to carry out the work of the Council, 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.
  - b) may appoint persons other than Members of the Council to any advisory committee.
  - c) may at any time dissolve a committee or alter its Membership

- 21.1 The Mayor and Deputy Mayor, by virtue of office (ex-officio), shall be voting Members of every committee.
- 21.2 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and a Deputy Chairman who shall hold office until the next Annual Meeting of the Council.
- 21.3 At every meeting the first business shall be to appoint a Chairman if the Chairman and Deputy Chairman are absent or have not arrived within 10 minutes of the pre-determined start time.
- 21.4 Every committee may appoint sub-committees or working groups for purposes to be specified by the Committee.
- 21.5 The Chairman and Deputy Chairman of the committee shall be Members of every sub-committee or working group appointed by it unless they signify that they do not wish to serve.
- 21.6 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to committee and sub-committee meetings.
- 21.7 No business may be transacted at a meeting of the Committee which is not specified in the agenda for the meeting unless the Chairman of the meeting agrees that the item should be considered as a matter of urgency and the reason for the urgency shall be specified in the minutes.

## 22. **Special Meetings**

- 22.0 The Chairman of a committee or the Mayor may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

## 23. **Voting in Committees**

- 23.0 Members of committees and sub-committees entitled to vote shall vote by show of hands.
- 23.1 ***Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.***

## 24. **Presence of Non-Members of Committees**

- 24.0 A Member who has proposed a motion, which has been referred to any committee of which he is not a Member, may explain his motion to the committee but shall not vote.
- 24.1 Any Council Member is entitled to be present as a spectator at any committee or sub-committee of which they are not a Member even if Members of the public have been excluded by means of a resolution under Standing Order 34.

## **25. Delegation of Urgent and Routine Matters**

- 25.0** There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council on a matter which in their opinion does not admit of delay. This delegated authority shall be exercised in consultation with the Mayor, Deputy Mayor or Chairman of the Policy & Resources Committee.
- 25.1** There shall be delegated to the Town Clerk the authority to act in respect of any function of a committee or sub-committee, which in their opinion either does not admit of delay or is routine. This delegated authority shall be exercised in consultation with the Mayor, Chairman or Deputy Chairman of the committee or sub-committee within whose terms of reference the particular function lies.
- 25.2** In 25.1 of this Standing Order, the reference to Chairman shall, in respect of all financial matters, be construed as a reference to the Chairman of Policy & Resources.
- 25.3** Each exercise of delegated authority under this Standing Order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies and thence to Council.
- 25.5** The delegations in this Standing Order are in addition to and without prejudice to the powers of the Council or its Committees to arrange for the discharge of any of its functions by a Sub-Committee or an officer.

## **26. Finance**

- 26.1** All financial business of the Council must follow the rules set out in these Standing Orders Part 2. These will be reviewed annually by the Policy and Resources Committee before the Council's AGM to ensure that they meet the required level of financial control.

## **27. Interests**

- 27.0** *If a Member has a personal interest as defined by the Code of Conduct adopted by the Council then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.*
- 27.1** *If a Member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relate in line with Standing Order 8.1c.*
- 27.2** The Town Clerk shall compile and hold a register of Members interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.
- 27.3** If a candidate for any appointment under the Council is to their knowledge related to any Member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk.
- 27.4** A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice.

**27.5** The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a Member is disclosed, Standing Orders 27.0 and 27.1 shall apply as appropriate.

**27.6** The Town Clerk shall make known the purpose of Standing Order 27.3 and 27.4 to every candidate.

## **28. Canvassing of and Recommendations by Members**

**28.0** Canvassing of Members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. (The Town Clerk shall make known this Standing Order to every candidate.)

**28.1** A Member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

**28.2** Standing Orders 27 and 28 shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **29. Inspection of Documents**

**29.0** A Member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

## **30. Unauthorised Activities**

**30.0** No Member of the Council or of any committee shall in the name of or on behalf of the Council:

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or sub-committee.

## **31. Admission of the Press and Public to Meetings**

**31.0** *The public and press shall be admitted to all meetings of the Council and its Committees, which may, however, temporarily exclude the public by means of the following resolutions:*

"Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the

public and the press leave the meeting during consideration of:"

- 31.1 At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any Members of the public to address the meeting in relation to the business to be transacted at that meeting.
- 31.2 The Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the approval of the Council and so long as any such act complies with the Data Protection Act 1998.
- 31.3 If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such a period as is necessary to restore order.

## 32. Confidential Business

- 32.0 No Member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
  - 32.1.1 Any Member in breach of Standing Order 32.0 shall be removed from any committee or sub-committee of the Council by the Council.
- 32.2 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall be considered until the Council or the Committee (as the case may be) has decided whether or not the power of exclusion under Section 1(2) of the Public Bodies (Admission to Meetings) 1960 Act shall be exercised.

## 33. Code of Conduct on Complaints

- 33.0 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Member in such manner as adopted by the Council except for those complaints, which should be properly directed to the Standards Board (England) for consideration.

## 34. Variation, Revocation and Suspension of Standing Orders

- 34.0 Any or every part of the Standing Orders except those in ***bold italics*** may be suspended by resolution of two thirds majority in relation to any specific item of business.
- 34.1 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## 35. Standing Orders to be given to Members

- 35.0 A copy of these Standing Orders shall be given to each Member by the Town Clerk upon receipt of the Member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

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