

STATES OF ALDERNEY

RULES OF PROCEDURE FOR STATES COMMITTEES

1. Every Committee Member shall be appointed in accordance with the provisions of section 49 of the Government of Alderney Law, 2004 ("the Law") and its duration, membership and quoracy shall be as set down in that section.
2. The Chairman of each Committee shall be appointed by the States in accordance with section 50 of the Law.
3. The functions of the Committee shall be those set down by section 51 of the Law.
4. Deputy Chairmen of each Committee shall be appointed by the Committee and unless that member has resigned from office or has ceased to be a member of the Committee or the States shall hold office until the next following Annual Meeting of the States.
5. All meetings of a Committee shall be convened by the Chairman by the issue of an agenda.
6. An agenda for each Committee meeting shall be prepared by the Secretary to the Committee in association with the Chairman. Each agenda shall be issued at least three days prior to the date set down for the meeting.
7. The Secretary of the Committee, or a person approved in his stead under the provisions of section 4(1)(b) of The Public Functions (Transfer and Performance) (Bailiwick of Guernsey) Law, 1991, shall attend every Committee meeting.
8. Members can request items for inclusion in the Agenda and the Chairman is entitled at his discretion to delay the inclusion of that item for debate for a period of not more than six weeks.
9. Where decisions are required, all Members shall vote. The Chairman shall have an originating and casting vote. The vote is to be recorded in the minutes.
10.
 - (a) The Committee shall appoint a Minute Clerk who will draft all minutes for approval by the Chairman and Secretary to the Committee before the minutes are circulated. Draft minutes should be available as soon as possible and not later than seven days after the meeting
 - (b) After circulation to the Committee any amendments required to the minutes should be notified to the Secretary of the Committee within three days, and reported to the Chairman who shall decide whether or not to accept the amendment.
11. Minutes shall be approved by the Committee at its next full meeting, and shall be circulated to all States Members. Minutes should only be set out in confidential annexures where they accord with the criteria set out in the protocol for access to information and confidentiality which have been determined by the Policy and Finance Committee.
12. Matters for "Any Other Business" must be notified in writing to the Chairman at least forty-eight hours before the meeting, unless it is a matter of urgency or at the Chairman's discretion.
13. Date and time of the next following meeting of the Committee shall be agreed at the close of each meeting.
14. Emergency meetings may be called by the Chairman at any time to deal with a specific item or items of exceptional importance whereupon the provisions of Rules 5 and 6 will not be applied.

15. Additional meetings may be called by the Chairman at any time to deal with specific urgent matters in which case the provisions of Rules 5 and 6 shall be adhered to.
16.
 - (a) All States Members may attend a Committee meeting but if they have not been appointed to a seat on that committee, they may not speak nor vote.
 - (b) States Members, specially invited by the Chairman to attend a Committee meeting for a specific item, may speak on that item, but not vote.
 - (c) The President may attend all Committee meetings and may, at the discretion of the chairman speak but not vote.
 - (d) In the event that a non-Committee member attends a meeting and persists in interfering or speaking at that meeting, the Chairman has the power to require that member to leave the meeting place.
 - (e) Where any member, including members who are not Committee members attend a meeting where they are known to have an interest in a subject matter of any agenda item shall be subject to Rule 21 of the States Rules of Procedure relating to a declaration of interest. The Chairman shall have the power to require that member to leave the meeting.
 - (f) Where a member refuses to leave the meeting when asked so to do, the Chairman shall adjourn the meeting. The meeting may be re-convened at his discretion.
17. The Chairman is authorised to invite members of the public to address the Committee on specific items appearing on the agenda after which they must withdraw.
18. Where a Committee is inquorate, (no meeting of the Committee or subcommittee of the States of Alderney will be valid unless a quorum as set out in the table below is present in person with secretary in addition) then in accordance with States Resolution the President or in his absence, the Vice President, shall attend the meeting as a full member of the Committee with full voting rights.

<i>Committee Membership</i>	<i>Quorum</i>
5 or less	3
6 or 7	4
8 or 9	5
10	6

19. All Committee meetings and Committee minutes shall remain confidential until such time as the minutes have been published.
20. The Rule relating to the recording of meetings applied to the States of Alderney by Rule 23 of the States Rules of Procedure shall apply to all Committee meetings.

NB: The word "Chairman" shall include "Chairwoman" and all reference to "he" "his" or "him" shall include "she" or "her".

Rules made August 2005

Amendments:-

- January 2007- Rule 20 amended
- April 2016 - Rule 18 Amended
- States Resolution 11/9/19 – Rule 11 Amended