

## STANDING ORDERS

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### MEETING OF THE COURT

1. Unless the Lord Mayor directs otherwise, meetings of the Court of Aldermen will be held on Tuesdays at twelve-thirty in the afternoon.
2. The Lord Mayor or his locum tenens, together with 10 Aldermen, shall be a quorum.
3. No person shall be allowed to stand in the passage leading from the door to the bar during the sitting of the Court; witnesses and petitioners attending the Court shall be allowed to take seats at the table. All other persons will be required to take their places in the public gallery.

### COMMITTEES

4. There shall be two Standing Committees of the Court of Aldermen, namely, a Committee for Privileges and a Committee for General Purposes.
5. The Lord Mayor for the time being and all the Alderman shall be members of both the Privileges and General Purposes Committees.
6. Unless the Chairman, or in his/her absence the Deputy Chairman or the Senior Alderman, directs otherwise, meetings of the Committees of the Court shall be held on the same day as the meetings of the Court of Aldermen.
7. Each Committee shall elect a Chairman, by ballot, at the first meeting in each mayoralty from among the Aldermen who have passed the Chair, nominations being sent, in writing, to the Town Clerk at least eight clear days before the meeting for inclusion in the agenda for the meeting.
8. With effect from the first meeting of the Committee in the Mayoralty beginning in 2018, the term of office of the Chairman of the General Purposes Committee of Aldermen shall be restricted to not more than five years, except where a vacancy for the Chairmanship of the Privileges Committee occurs at the same time at which point the Chairman shall be eligible to serve for a further one year with the Committee's consent.
9. With effect from the first meeting of the Committee in the Mayoralty beginning in 2018, the term of office of the Chairman of the Privileges Committee shall be restricted to not more than five years.
10. The General Purposes Committee of Aldermen shall elect a Deputy Chairman, by ballot, at the first meeting in each Mayoralty from among the Aldermen who have passed the Chair except for the Lord Mayor at the time and the Chairman of the General Purposes Committee. Nominations shall be sent, in writing, to the Town Clerk at least eight clear days before the meeting for inclusion in the agenda for the meeting.
11. The Privileges Committee of Aldermen shall elect a Deputy Chairman, by ballot, at the first meeting in each Mayoralty from among the Aldermen who have passed the Chair. Nominations shall be sent, in writing, to the Town Clerk at least eight clear days before the meeting for inclusion in the agenda for the meeting.

12. With effect from the first meeting of each of the standing committees in the Mayoralty beginning in 2018, the term of office for the Deputy Chairman of each standing committee shall be restricted to not more than five years.
13. The Chairman and in his/her absence the Deputy Chairman of each of the standing Committees shall have a second or casting vote.
14. In any case where both the Chairman and Deputy Chairman shall not be present at any meeting, the Senior Alderman present shall be Chairman for that meeting.
15. Each Committee shall be summoned under the directions of the Chairman whenever in his/her judgement the business shall render it necessary: or upon requisition to him/her by three members of the Court, provided they have business to lay before the committee. The nature of the business requested shall be stated in the requisition and shall appear on the summons.
16. The quorum of a Committee shall be three members.

#### BILLS AND ACCOUNTS

17. No bill or account exceeding £5,000 shall be paid by the Chamberlain without the special direction of the Court, unless the subject matter of the bill or account has been approved by, or on behalf of the Court.

#### PETITIONS AND MOTIONS

18. Notice of all petitions or memorials intended to be presented to the Court of Aldermen (and by whom) shall be left at the Town Clerk's office at least ten clear days before the Court at which they are intended to be presented. Notice of the subject of such petitions or memorials shall be inserted in the summons for the meeting of the Court.
19. All notices of motions to be discussed shall be left at the Town Clerk's office at least ten clear days before the next Court of Aldermen and shall be inserted, subject to the order of the Lord Mayor, in the summons for the Court. Consideration of all motions of which notice has not been given in the summons shall be adjourned (without debate) till the next Court.

#### CITY'S CASH

20. As often as there shall be occasion for any committee of this Court to disburse or to contemplate the disbursement of any sum of money exceeding £5,000 out of the Chamber, the Court shall be first consulted and its assent given, unless the matter in question has been delegated to either a Committee or an officer of the Court of Aldermen.
21. Any question proposed, which may affect the estates or the funds of this City, shall, if not inserted in the summons for the court (stating the amount in case of a grant of money), be adjourned to the next meeting of the Court.
22. No report from a Committee which recommends the addition of any sum, or sums, of money to the salary of any officer connected with this Court, or any place in the care of this Court shall be considered, unless notice be given on the summons for the Court, stating the additions proposed to be made to the salary.

#### CENTRAL CRIMINAL COURT

23. It shall be the duty of each Alderman, not excused or exempt, to attend a sitting at the Central Criminal Court, at least one day each month, except August. The Aldermen holding the Office of Lord Mayor or Sheriff shall be exempt. The Town Clerk shall prepare a list showing the dates of each duty and the list shall be circulated to every Alderman.
24. Aldermen having undertaken to perform a particular duty shall be held responsible for the performance of that duty. Aldermen on the rota may attend the morning duty, but luncheon and afternoon duty shall be obligatory.

25. The Town Clerk shall prepare a list showing the dates on which rotas shall be completed for each period of six months in the ensuing year, such list to be circulated to every Alderman.
26. The Aldermen shall, at the request of the Town Clerk every six months, choose their respective dates and fill up the rota papers accordingly. The Aldermen, in order of seniority, shall select the days of attendance and fill up the rota papers. The Town Clerk shall send a copy of the completed rota to every Alderman and the Central Criminal Court.

#### VACANCIES

27. In the event of the death or resignation of an Alderman, the duties which but for such death or resignation would have been performed by him shall devolve upon his successor, and pending the appointment of his successor shall normally be distributed as evenly as possible among the junior members of the court of Aldermen not on duty upon a rota who shall be held responsible for the due performance thereof.

#### LEAVE OF ABSENCE

28. It being the custom that Leave of Absence be requested from the General Purposes Committee for periods of more than one month, that when an Alderman has been granted leave of absence, the duties which would have devolved upon him/her shall be distributed as evenly as possible among the junior members of the Court not on duty upon any rota.

#### THE LATE LORD MAYOR AND LORD MAYOR ELECT

29. It is not expected that, except in very exceptional circumstance and with the approval of the Lord Mayor in consultation with the Senior Alderman, or in those circumstances otherwise prescribed by the General Purposes Committee of Aldermen, the Late Lord Mayor attend any occasions in a civic capacity until the Easter Banquet of the year following the conclusions of his or her Mayoralty. The Lord Mayor Elect should, from the date of election to taking up the office of Lord Mayor, abide by the same, in so far as the necessary preparations for the assumption of that Office Permit. The rota duties which would otherwise have devolved upon them shall be distributed as evenly as possible among the junior Aldermen not on duty upon any rota. After the Easter Banquet the Late Lord Mayor shall resume his or her rota duties according to his or her then seniority in the Court of Aldermen.

#### SHRIEVALTY

30. The rota duty allotted to an Aldermanic Sheriff shall be performed by the junior members of the Court who are not already on duty.

#### COURT OF COMMON COUNCIL

31. In addition to the regular summons for a Court of Common Council, a special notice of the meetings of the Court shall be sent by the Hallkeeper to the Aldermen on the rota.
32. Any Alderman who may find it inconvenient to attend his/her duty upon the rota for the Court of Common shall obtain a substitute, and inform the Town Clerk not less than ten days before the meeting of the Court.

#### LORD MAYOR AND ALDERMEN

33. The Alderman who is for the time being occupying the Office of Lord Mayor shall not act as a promoter in the incorporation of any company, or accept a new directorship of any company; nor shall he/she allow his/her name to appear as a director or proposed director of any company in any prospectus, offer for sale or advertisement, published in connection with the issue or sale to the public of any share or loan capital of that company or with any application for a quotation for or permission to deal in any such share or loan capital in any Stock Exchange and if this standing Order cannot otherwise be complied with he/she shall vacate

his/her directorship. Provided that this Standing Order shall not apply in respect of any private company or incorporated charity- or save so far as the General Purposes Committee may from time to time otherwise decide- in relation to the share or loan capital of any company of which any shares are for the time being quoted and dealt in on any Stock Exchange. An Alderman shall not during the tenure of his/her office allow him/herself to be described as such in connection with the promotion or direction of any Company.

#### OFFICERS

34. Persons entering the employment of the Court of Aldermen or any of its committees, shall, unless already employed by the City of London Corporation, have a medical assessment by means of a questionnaire (and medical examination if considered necessary by the Physician-in-Charge of the Occupational Health Service or his/her representative).

#### URGENCY POWERS

35. Where in the opinion of the Town Clerk, urgent matters arise which require a decision before the next meeting of the relevant committee or the Court, the Town Clerk shall refer the matter to the relevant Chairman, or in his/her absence the Deputy Chairman or in the Deputy Chairman's absence the Senior Alderman, who shall decide whether it is necessary to call a special meeting or, alternatively, to authorise the officers to act.

#### INELIGIBILITY AND DISQUALIFICATION

36. Any Aldermen who has a prejudicial interest in any item under discussion, or an interest which would be declarable under the Code of Conduct which regulates the conduct of members in local government, shall forthwith declare his/her interest and withdraw from the meeting.

#### **Terms of Reference of the Privileges Committee**

To deal with all matters, including procedural issues, relating to the privileges and position of members of the Court of Aldermen, in particular progression to the Shrievalty and Mayoralty.

#### **Terms of Reference of the General Purposes Committee of Aldermen**

1. To consider and report to the Court of Aldermen on all matters which are not within the terms of reference of the Privileges Committee which, in the opinion of the Chairman, or the Town Clerk, would benefit from a more detailed and informal debate.
2. To consider any matters which are referred to it by the Court for consideration and report.
3. To consider and make recommendations to the Court of Aldermen on
  - a) all matters relating to the Livery.
  - b) appointments on outside bodies.
  - c) the appointment of the Recorder, the Private Secretary to the Lord Mayor and all other appointments which are in the gift of the Court.
  - d) the estimates of the Court of Aldermen.
  - e) the Lord Mayor's patronage.
4. To deal with matters relating to:
  - a) the magistracy.
  - b) the Mansion House.
  - c) applications relating to the leave of absence of Aldermen for periods in excess of one month.

- d) Mayoralty and Shrievalty expenses.
- e) The dates of meetings of the Court of Aldermen and its committees.
- f) Nominations to the various Committees, Sub-Committees and Working Parties of the Corporation.
- g) matters where the expenditure involved is less than £5,000.
- h) the approval of the annual estimates.
- i) applications made by individual Alderman pursuant to Standing Order no. 28.