



# GNÀTH-RIAGHAILTEAN

AIRSON COINNEAMHAN FOIRMEIL

BÒRD-STIÙIRIDH BHÒRD NA GÀIDHLIG

# STANDING ORDERS

FOR FORMAL MEETINGS OF

BÒRD NA GAIDHLIG'S BOARD

Air aontachadh le/Approved by: **Am Bòrd-stiùiridh – The Board**

Air aontachadh air/Approved on: **2020-09-08**

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A' Ghàidhlig is Beurla co-ionnan: OND

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(Tha seo an sàs cuideachd airson coinneamhan Comataidh Bhòrd na Gàidhlig cuideachd mur a tèid an caochladh a ràdh ann am Bun-riaghailtean na Comataidh)

(Applies also to Bòrd na Gàidhlig's Committees unless stated otherwise in Committee Terms of Reference)

### **Ro-ràdh**

### **Preamble**

1 Chaidh Bòrd na Gàidhlig a stèidheachadh gus dleasan Achd na Gàidhlig (Alba) 2005 ("An Achd") a choileanadh

Bòrd na Gàidhlig was established to carry out the functions stated in the Gaelic Language (Scotland) Act 2005 ("the Act").

2 Tha am pàipear seo a' mìneachadh nan dòighean-obrach mionaideach airson a bhith a' ruith choinneamhan Bòrd-stiùiridh Bhòrd na Gàidhlig. Tha na dòighean-obrach an seo an sàs airson coinneamhan comataidhean a' Bhùird cuideachd mar a bhios iomchaidh, ach a-mhàin ma bhios Comataidh a' cur a ghnàth riaghailtean fhèin air dòigh. Ma nithear seo, feumaidh iad a bhith air an aontachadh leis a' Bhòrd.

This paper sets out the detailed procedures that apply to the conduct of meetings of Bòrd na Gàidhlig's Board. The procedures also apply to meetings of the Committees of the Board as appropriate unless a Committee adopts its own standing orders, in which case they must be endorsed by the Board.

3 Tha na Gnàth Riaghailtean seo a bharrachd air na riatanasan a tha air am mìneachadh ann an Achd na Gàidhlig (Alba) 2005 agus na h-ullachaidhean anns na sgrìobhainnean a leanas:

These Standing Orders are in addition to the requirements as set out in the Gaelic Language (Scotland) Act 2005 and the provisions set out in the following documents:

- Còd-giùlain airson Buill Bhòrd na Gàidhlig (2002)
- Achd Inbhean Eiticeil sa Bheatha Phoblach is msaa (Alba) (2000)
- Riaghailtean Fiosrachadh Àrainneachdail (Alba) (2004)
- Achd Saorsa an Fhiosrachaidh (Alba) (2002)
- Achd an Dìon Dàta (2018)

- Code of Conduct for Members of Bòrd na Gàidhlig (2002)
- The Ethical Standards in Public Life etc. (Scotland) Act (2000)
- Environmental Information (Scotland) Regulations (2004)
- The Freedom of Information (Scotland) Act (2002)
- The Data Protection Act (2018)

4 Thèid Buill Bòrd-stiùiridh Bhòrd na Gàidhlig a chur an dreuchd leis a' Mhinistear air a bheil Uallach agus bi ballrachd gun a bhith nas lugha na 5, no nas motha na 11, buill àbhaisteach. Thèid aon bhall a bharrachd a thaghadh leis a' Mhinistear air a bheil Uallach airson a bhith na C(h)athraiche.

Bòrd na Gàidhlig's Board members are appointed by the Responsible Minister, and the Board will consist of no fewer than 5, nor more than 11, ordinary members. An additional member is appointed by the Responsible Minister to be the Cathraiche (Chair).

### **Ballrachd a' Bhùird-stiùiridh**

### **Board Membership**

5 Nuair a bhios oifis a' Chathraiche bàn, feumaidh buill àbhaisteach a' bhùird-stiùiridh cuideigin ainmeachadh airson a bhith ann an cathair a' Bhùird gus an tèid cuideigin fhadadh fo fho-pharagraf (1)(b) de dh'Achd na Gàidhlig (Alba) 2005.

Where the office of Cathraiche is vacant, the ordinary members must elect from amongst themselves a person to chair the Board until an appointment is made under sub-paragraph (1)(b) of the Gaelic Language (Scotland) Act 2005.

Faodaidh an Cathraiche iar-chathraiche ainmeachadh bho bhuill a' bhùird gus a bhith na c(h)athraiche mas e is nach urrainn don Chathraiche an dreuchd a choileanadh fad ùine ghoirid. 'S e dreuchd pro-tem a tha seo agus cha tèid e an àite an ullachaidh gu h-àrd.

The Cathraiche can nominate a vice-chair from amongst the board members to act as chair in the event that the Cathraiche is unable to carry out the role for a limited term. This is a pro-tem role and will not replace the provision above.

- 6 Tha buill Bhòrd-stiùiridh Bhòrd na Gàidhlig uile air an taghadh mar dhaoine fa leth agus chan ann mar riochdairean aig buidheann. Tha cho fad 's a bhios neach nam ball den bhòrd air a mhìneachadh ann an litir fastaidh a' bhuill.

All Bòrd na Gàidhlig Board members are appointed on an individual basis and not as representatives of organisations. Duration of appointments is as set out in a member's letter of appointment.

### **Cuòram**

### **Quorum**

- 7 Is e cuòram Bòrd-stiùiridh Bhòrd na Gàidhlig mòr-chuid de bhuill làithreach a' Bhùird a tha comasach air co-dhùnadh a dhèanamh is aig nach robh ris a' choinneamh fhàgail mar thoradh air com-pàirt a nochdadh, a' gabhail a-steach an neach a tha na c(h)athraiche air a' choinneimh. Cha tèid co-dhùnadh sam bith a dhèanamh aig coinneamh aig bòrd-stiùiridh Bhòrd na Gàidhlig mur eil cuòram ann. Thèid na daoine a tha an làthair agus nach robh an làthair a chlàradh ann an geàrr-chunntas gach coinneimh.

The quorum of Bòrd na Gàidhlig Board is a majority of members able to make the decision, having not been obliged to withdraw as a result of declaring an interest, including the person chairing the meeting. No decisions will be made at a meeting of Bòrd na Gàidhlig's Board unless a quorum is present. All attendances and absences will be recorded in the minutes of any meeting.

- 8 Ann an cuid de shuidheachaidhean, thèid coinneamhan slàn a chumail air-loidhne no air a' fòn, tro ghairmean co-labhairt no co-labhairt bhidio agus thèid am fòrmat aontachadh leis a' Chathraiche.

In some circumstances complete meetings will be held online or through telephone, conference call or video conference facilities and the format shall be decided by the Chair.

Anns na suidheachaidhean seo, bhiodh na Buill sin air am meas gu bheil iad an làthair agus mar phàirt den chuòram airson na coinneimh sin cho fad 's gu bheil e comasach dhaibh pàirt a ghabhail ann an deasbadan (eg nach eil trioblaidhean teicnigich a' cur bacadh orra). Anns a h-uile suidheachadh, bhiodh an t-ùghdarras deireannach aig a' Chathraiche agus bhiodh e an urra ris a' Bhall rabhadh iomchaidh a thoirt seachad agus an teicneòlas iomchaidh a bhith ri fhaighinn aig àite na coinneimh. Ma tha Ball, gun adhbhar reusanta, air a bhith neo-làthaireach bho choinneamhan Bòrd-stiùiridh Bhòrd na Gàidhlig airson ùine nas fhaide na 4 mìosan an dèidh a chèile no airson 3 coinneamhan an dèidh a chèile agus nach deach cead a thoirt seachad leis a' Chathraiche airson seo, bheir an Cathraiche comhairle dhan Mhinistear.

In these circumstances, Members would be deemed to be present and to constitute part of the quorum for the purposes of that meeting so long as they are able to participate in discussions (eg unaffected by technical problems). In all circumstances, the Cathraiche would have the final authority and would be dependent on the Member providing suitable notice and the availability of the appropriate technology at the meeting location. If a Member, without reasonable justification, has been absent from meetings of Bòrd na Gàidhlig's Board for a period longer than 4 consecutive months or for 3 consecutive meetings and has not been given leave by the Cathraiche, the Cathraiche will advise the Minister.

9 Faodar cuireadh a thoirt do bhuill Comataidhean nach eil nam buill de Bhòrd-stiùiridh Bhòrd na Gàidhlig, le toil a’ Chathraiche, a bhith an làthair aig pàirt no aig làn choinneamh de Bhòrd Bòrd-stiùiridh Bhòrd na Gàidhlig no taisbeanaidhean a thoirt seachad dhan Bhòrd-stiùiridh. Cha bhi còir bhòtaidh aca ge-tà.

### **Cleachdadh na Gàidhlig**

10 Thèid na h-ullachaidhean uile aig coinneamhan a’ Bhùird-stiùiridh agus a chomataidhean a chumail sa Ghàidhlig mura h-aontaich am Bòrd-stiùiridh an caochladh. Bidh Bòrd na Gàidhlig a’ cur ullachaidhean iomchaidh air dòigh mar as trice airson a bhith ag eadar-theangachadh ghnothaichean dhan Bheurla agus cànanan sam bith eile a tha iad a’ meas iomchaidh bho àm gu àm ann an coileanadh an obair.

### **Tiomnadh cumhachdan**

11 Dh’fhaodte gun tiomnaich Bòrd-stiùiridh Bhòrd na Gàidhlig cumhachdan do chomataidhean a’ Bhùird, do bhuidhnean eile, no do dhaoine fa leth mar a bhios e a’ meas iomchaidh. Co-dhùnaidh Bòrd-stiùiridh Bhòrd na Gàidhlig an raon-ùghdarrais, ullachaidhean a thaobh na Cathrach aig coinneamhan, ballrachd, ìre nan cumhachdan tiomnaichte, agus riaghailt sam bith eile a tha a’ dol leis an tiomnadh chumhachdan. Mur a tèid an caochladh a chur an cèill, bidh buidhnean agus daoine fa leth eile ag aithris gu dìreach gu Cathraiche Bhòrd na Gàidhlig.

### **Clàr nan Coinneamhan**

12 Mus tòisich a’ bhliadhna, aontaichidh Bòrd-stiùiridh Bhòrd na Gàidhlig cinn-latha agus àiteachan airson nan coinneamhan aca airson na bliadhna air thoiseach. Ruithidh an clàr-ama bhon Ghiblean gus am Màrt le coinneamh ann timcheall air aon uair gach trì mìosan. Thèid an clàr-ama airson coinneamhan a’ Bhùird-stiùiridh fhoillseachadh air làrach-lìn Bhòrd na Gàidhlig agus thèid an clàr-gnothaich agus na pàipearan a sgaoileadh do bhuill co-dhiù 10 làithean ro gach coinneimh (ach a-mhàin ma tha an Cathraiche den bheachd gum biodh e na b’ fheàrr a bhith a’ sgaoileadh fear de na pàipearan no na pàipearan uile nas fhaig air latha na coinneimh).

Members of Committees who are not members of Bòrd na Gàidhlig’s Board may, at the discretion of the Cathraiche, be invited to attend part or all of Bòrd na Gàidhlig Board meetings or to make presentations to Bòrd na Gàidhlig’s Board. They will not however be entitled to vote.

### **Use of Gaelic**

All proceedings of meetings of the Board and its committees shall be carried on in Gaelic unless the Board agrees otherwise. Bòrd na Gàidhlig shall normally make available appropriate arrangements for the translation of any proceedings into English and such other languages they may from time to time consider appropriate in the conduct of its business.

### **Delegation**

Bòrd na Gàidhlig’s Board may delegate powers to Board Committees, other groups or individuals as it considers necessary. Bòrd na Gàidhlig’s board shall decide the remit, Chair arrangements and membership, level of delegated authority, and any other rules which accompany the delegation. Unless otherwise directed, Committees, other groups and individuals will report direct to Bòrd na Gàidhlig’s Cathraiche.

### **Schedule of Meetings**

Bòrd na Gàidhlig’s Board will approve in advance of each calendar year, dates and venues for its meetings for the following year. The schedule will be from April to March with a meeting frequency of approximately once every three months. The forward schedule of Board meetings is published on Bòrd na Gàidhlig’s website, and the agenda and papers will be issued to members at least 10 calendar days in advance of each meeting (unless a later circulation is considered preferential by the Cathraiche for one or all of the papers).

- 13 Faodaidh an Cathraiche coinneamh shònraichte de Bhòrd na Gàidhlig a chur air dòigh nuair a tha e coltach gu bheil feum air beachdachadh air cuspair gu luath. Faodaidh Ball sam bith iarraidh gun tèid coinneamh shònraichte a chumail. Bidh an co-dhùnadh mu dheireadh am bu chòir seo a dhol air adhart leis a' Chathraiche, no mur eile iad ri fhaighinn, bho Chathraiche a' Chomataidh Sgrùdaidh agus Dearbhaidh, a bhios cuideachd a' dearbhadh cò an luchd-obrach a bu chòir a bhith an làthair.
- The Cathraiche may convene a special meeting of Bòrd na Gàidhlig's Board when it appears that an item of business requires urgent consideration. Any Member may request that a special meeting be convened. The final decision on whether this proceeds rests with the Cathraiche or, in their absence, the Chair of the Audit and Assurance Committee, who will also determine which members of staff should attend.

**Clàr-gnothaich agus Pàipearan a' Bhùird-stiùiridh**

**Board Agenda and Papers**

- 14 Tha an clàr-gnothaich airson gach coinneamh de Bòrd-stiùiridh Bhòrd na Gàidhlig air ullachadh agus air aontachadh leis an Sgioba Stiùiridh airson a dhol air adhart dhan Chathraiche airson aonta. Thèid clàr-gnothaich a' Bhùird-stiùiridh a phostadh air làrach-lìn Bhòrd na Gàidhlig às aonais nì sam bith airson seisean dùinte, seachdain ro choinneimh a' Bhùird-stiùiridh. Dh'fhaodte gun atharraich nithean air a' chlàr ron choinneimh, agus nochdaidh atharrachaidhean air a' chlàr-gnothaich air an làraich-lìn.
- The agenda for each Bòrd na Gàidhlig Board meeting is prepared and cleared by the Leadership Team for approval by the Cathraiche. The Board agenda is posted on Bòrd na Gàidhlig's website minus any closed session items, one week prior to the Board meeting. Agenda items may change prior to the meeting, with any changes reflected on the website agenda.

- 15 Bu chòir àiteachan agus amannan nan coinneamhan feuchainn ris na rudan a leanas a lùghdachadh (far a bheil sin reusanta):
- cosgaisean dìreach dhan sporan phoblach.
  - an tìde a bheir e (agus mar sin cosgaisean neo-dhìreach) do na daoine a bhios a' gabhail pàirt sa choinneimh.
  - a' bhuaidh a bheireadh e air lorg àrainneachdail Bhòrd na Gàidhlig, gu sònraichte an lorg càrboin aige.
  - agus bu chòir dhaibh cuideachd ruigsinneachd don phoball a mheudachadh.
- Timings and locations of meetings should seek to minimise (within reason) the following:
- the direct financial costs to the public purse.
  - the time commitment (and so indirect financial cost) involved for all participants.
  - the impact on Bòrd na Gàidhlig's environmental footprint, and in particular its carbon footprint.
  - and maximise accessibility to the public.

- 16 Bidh Bòrd-stiùiridh Bhòrd na Gàidhlig ag amas air co-dhiù aon tadhal coimhearsnachd a chumail gach bliadhna. Thèid seo a thoirt fa-near air a' chlàr-ama airson coinneamhan ri teachd.
- Bòrd na Gàidhlig's Board will aim to have at least one community visit a year. This will be noted on the forward schedule.

- 17 Thèid òrdugh nan nithean air clàr-gnothaich a' Bhùird-stiùiridh aontachadh leis a' Chathraiche/Ceannard agus bheir iad aire do na h-ullachaidhean siubhail airson luchd-obrach agus
- The running order of items on the Board agenda will be agreed with the Cathraiche/Ceannard and as far as possible

- buill a tha an dùil a bhith an làthair cho fad 's a ghabhas seo dèanamh. will take into account the travel arrangements for staff and members who plan to attend.
- 18 Bidh an Sgioba Stiùiridh a' beachdachadh air agus ag aontachadh phàipearan dhan Bhòrd mus tèid an cur gu Bòrd-stiùiridh Bhòrd na Gàidhlig ach a-mhàin ma tha pròiseasan riaghlaidh an sàs. Board papers are considered and approved by the Leadership Team prior to submission to Bòrd na Gàidhlig's Board unless other governance processes are in place.
- 19 Bidh sgioba rùnaireachd a' Bhùird-stiùiridh a' cur ri chèile, a' sgaoileadh, agus far a bheil sin a dhìth, a sgrìobhadh phàipearan airson nan nithean a chaidh aontachadh airson Clàr na coinneimh, ach a-mhàin ma chaidh aontachadh le Cathraiche na coinneimh nach eil pàipear sam bith a dhìth. The Board secretariat team will electronically collate, circulate and, where necessary, provide papers for the agreed Agenda items at a meeting, unless it has been previously agreed with the Chair of the meeting that no paper is required.
- 20 Thèid pàipearan a chur gu na daoine a tha gu bhith an làthair aig a' choinneimh gu h-eileagtronaigeach co-dhiù 10 latha ron choinneimh. Papers will be electronically sent to the meeting attendees at least 10 days prior to the meeting.
- 21 Mur eil na pàipeirean deiseil airson sgaoileadh 10 làithean ron choinneimh, as dèidh co-chomhairle le Cathraiche na Coinneimh agus leis a' Cheannard, dh'fhaodte gum post sgioba rianachd a' Bhùird-stiùiridh na pàipearan nas anmoiche, gun tèid am pàipear no na pàipearan a chur sìos aig a' choinneimh fhèin, no gun tèid an nì/na nithean a thoirt far Clàr-gnothaich na coinneimh. Dh'fhaodte nach tèid cumail ris na clàran-ama sin ma thèid coinneamhan sònraichte aontachadh le rabhadh goirid, ach thèid a h-uile oidhirp a dhèanamh gus pàipearan a chur a-mach ron choinneimh. If papers are not available for dispatch 10 days prior to the meeting, the Board secretariat team may, after consultation with the Chair of the meeting and the Ceannard, make a late posting, or table the paper(s) at the meeting, or withdraw the item(s) from the Agenda of the meeting. Occasions when these timescales may not be adhered to are if Special meetings are agreed at short notice, every attempt however will be made to dispatch papers in advance of the meeting
- 22 Faodar nithean air clàr-gnothaichean a bhith air an comharrachadh mar Fhosgailte, Dùinte no Prìobhaideach. Mar as trice, thèid coinneamhan a' Bhùird-stiùiridh a chumail ann an seisean Fosgailte. Ach dh'fhaodte gum bi nithean air a' chlàr a tha air an comharrachadh mar Dùinte no Prìobhaideach. Dh'fhaodte gum tèid nithean seisean Fosgailte a chumail gu poblach. Chan fhaod am poball a bhith an làthair aig nithean seisean Dùinte agus dh'fhaodte gum bi farsaingeachd de dh'oifigearan air an riochdachadh cuideachd. Bidh an Ceannard an làthair an dà chuid aig seiseanan fosgailte agus dùinte ach a-mhàin ma thèid aontachadh leis a' Chathraiche nach bi i/e an làthair. Bidh buill a' Board meeting agenda items may be categorised Open, Closed or Private. Board meetings will normally be held in Open session. However, there may be agenda items categorised as Closed or Private. Open session items may be considered in public. Closed session items will exclude the public and may also have a range of executive representation. The Ceannard will attend both open and closed sessions unless absence is agreed with the Chair. Private session items will be board members only and where necessary, include a nominated scribe.

bhùird-stiùiridh a-mhàin an làthair airson seiseanan prìobhaideach agus far a bheil seo a dhìth, thèid ball ainmeachadh mar sgrìobhaiche.

- 23 Thèid an clàr foirmeil de choinneamh Bòrd-stiùiridh Bhòrd na Gàidhlig fhoillseachadh sa Ghàidhlig agus sa Bheurla, air làrach-lìn Bhòrd na Gàidhlig taobh a-staigh 10 latha bho chaidh clàr-ghnothaich a' Bhùird-stiùiridh aontachadh aig an ath-choinneimh aig a' Bhòrd-stiùiridh. The formal record of Bòrd na Gàidhlig's Board meeting will be published, in Gaelic and English, on Bòrd na Gàidhlig's website within 10 days following approval of the Board minute at the following Board meeting.
- 24 Faodaidh buill a' bhùird-stiùiridh iarraidh gun tèid nì sam bith a dheasbad ann an seisean dùinte; thèid seo a dheasbad leis a' Chathraiche agus bidh e a rèir toil a' Chathraiche. Mas e is gun tèid nì a ghabhail ann an seisean dùinte, feumaidh adhbhar iomchaidh a bhith air a thoirt seachad air a shon. Cha tèid gearr-chunntasan seiseanan dùinte fhoillseachadh air-loidhne. Board members are permitted to request any item to be discussed in closed session; this will be discussed in conjunction with the Cathraiche and at their discretion. Should an item of business be taken in closed session, then a valid reason must be given. Closed session minutes will not be published to the website.

#### **Pàipearan a' Bhùird-stiùiridh ann an Seisean Dùinte**

#### **Board Papers dealt with in Closed Session**

- 25 Thathar a' gabhail ris gun tèid beachdachadh air pàipearan airson Bòrd-stiùiridh Bhòrd na Gàidhlig ann an Seisean Fosgailte ach a-mhàin ma tha adhbhar làidir ann airson dìomhaireachd. Gheibhear stiùireadh bho Achd Saorsa an Fhiosrachaidh (Alba) 2002, Riaghailtean Fiosrachaidh Àrainneachdail 1994 agus Achd Dìon Dàta 2018 a thaobh dè na pàipearan ris am bu chòir dèiligeadh ann an seisean dùinte. Nì an Cathraiche co-dhùnaidh air seo ann an conaltradh leis a' Cheannard. There is a presumption that Bòrd na Gàidhlig's Board papers will be considered in Open Session unless there are strong grounds for confidentiality. The Freedom of Information (Scotland) Act 2002 is used, along with the Environmental Information Regulations 1994 and the Data Protection Act 2018, to guide which papers should be dealt with in closed session. Decisions on this are made by the Cathraiche in consultation with the Ceannard.
- 26 Am measg pàipearan a' Bhùird-stiùiridh a dh'fhaodadh a bhith air an deasbad ann an seiseanan dùinte (umhail do bheachdan a' Chathraiche agus a' Cheannaird) tha pàipearan a thaobh ceistean sgiobachd agus luchd-obrach. Bidh na h-adhbharan airson a bhith a' dèiligeadh ri pàipearan anns an dòigh seo air a mhìneachadh anns a' phàipear-aghaidh airson a' phàipeir sin. Board papers which may be dealt with in closed session (subject to the views of the Cathraiche and Ceannard) include papers relating to personnel and staffing issues. The reasons for papers being dealt with in this way will be included in the cover page of the appropriate paper.
- 27 Ron choinneimh, faodaidh an Cathraiche no Ball eile de Bhòrd-stiùiridh Bhòrd na Gàidhlig moladh gun tèid beachdachadh air nì no pàirt de nì air a' chlàr aig Seisean Dùinte den choinneimh. Tha seo a rèir toil a' Chathraiche agus cha ghabh a Prior to the meeting the Cathraiche or other Bòrd na Gàidhlig Board member(s) can move that an item, or part of an item, should be considered in Closed Session of the meeting. This is at the discretion of the Cathraiche and



theadachadh ach a-mhàin ann an will only be permitted in exceptional circumstances.

### **Òrdugh nan Gnothaichean**

28 Thèid gnothach a' Bhùird-stiuridh aig a h-uile coinneamh air adhart a rèir a' chlàir-ghnothaich a chaidh a thoirt a-mach airson na coinneimh sin ach a-mhàin ma tha an Cathraiche air an caochladh a chur an cèill; faodaidh an Cathraiche òrdugh nan gnothaichean atharrachadh aig àm sam bith a rèir a thoil fhèin no às dèidh iarrais bho bhall/bhuill.

### **Order of Business**

The business of the Board at all meetings will proceed in accordance with the agenda issued for that meeting unless otherwise directed by the Cathraiche who may at his/her discretion or at the request of a member(s), alter the order of business at any stage.

29 Aig a h-uile coinneamh àbhaisteach no sònraichte, cha tèid beachdachadh air gnothach sam bith ach a-mhàin gnothaichean air a' chlàir-ghnothaich ach a-mhàin far a bheil an Cathraiche den beachd gum bu chòir beachdachadh air nì aig a' choinneimh mar thoradh air suidheachadh sònraichte.

At all ordinary or special meetings, no business other than that on the agenda will be considered except where by reason of special circumstances, the Cathraiche is of the opinion that the item should be considered at the meeting.

### **Làthaireachd aig coinneamhan**

30 Bidh a' chòir aig a' Cheannard a bhith an làthair aig a h-uile coinneamh aig Bòrd-stiùiridh Bhòrd na Gàidhlig agus aig coinneamhan de na Comataidhean, ach a-mhàin airson pàirtean de choinneamhan nuair a thèid aontachadh le buill Bòrd-stiùiridh Bhòrd na Gàidhlig gum bu chòir a' chùis a bhith air a deasbad le buill a-mhàin, mar eisimpleir far am bithear a' bruidhinn air tuarastal no coileanadh a' Cheannard.

### **Attendance at Meetings**

The Ceannard shall have the right to attend all Bòrd na Gàidhlig Board meetings and meetings of the Committees, except for parts of meetings when agreed by Bòrd na Gàidhlig's Board members that the matter under discussion should involve members only, for example where the Ceannard's remuneration or performance is being discussed.

31 A bharrachd air a' Cheannard, bidh gach ball den Sgioba Stiùiridh a' frithealadh coinneamhan Bòrd-stiùiridh Bhòrd na Gàidhlig ach a-mhàin ma thèid iarraidh orra gun a bhith an làthair no ma thèid an leisgeulan a ghabhail. Bidh luchd-obrach eile an làthair airson nithean sònraichte air a' chlàir-ghnothaich nuair a bhios seo iomchaidh.

In addition to the Ceannard, all members of the Leadership Team will, except when requested or excused by the Cathraiche, attend Bòrd na Gàidhlig's Board meetings. Other members of staff will attend for particular agenda items as necessary.

32 Faodaidh Ministearan Albannach no an riochdairean a bhith an làthair aig coinneamhan Bòrd-stiùiridh Bhòrd na Gàidhlig no a chomataidhean agus pàirt a ghabhail annta, ach chan fhaod iad bhòtadh.

Scottish Ministers or their representatives may attend and take part in either full Board or committee meetings of Bòrd na Gàidhlig, but such representative is not entitled to vote.

### **Ceistean Bùird**

33 Faodaidh ball sam bith ceist a chur air a' Chathraiche aig coinneamh sam bith de Bhòrd-stiùiridh Bhòrd na Gàidhlig mu gnothach

### **Board Questions**

Any member may put a question to the Cathraiche at any meeting of Bòrd na Gàidhlig's Board concerning any relevant and competent business arising from the agenda.

buntainneach agus iomchaidh sam bith a tha ag èirigh bhon chlàr-ghnothaich.

- 34 Faodaidh buill fios a thoirt chun a' Chathraiche ron choinneimh mu cheistean a tha iad ag iarraidh a thogail nach eil co-cheangailte ri ceistean air a' chlàr-ghnothaich. Bu chòir seo a dhèanamh ann an sgrìobhadh ma ghabhas seo dèanamh. Co-dhùnaidh an Cathraiche, ann an conaltradh leis a' Cheannard, am bu chòir dèiligeadh ris a' cheist aig a' choinneimh agus bheir iad fios air ais dhan bhall mun cho-dhùnadh. Far an gabh a dhèanamh, thèid dèiligeadh ri ceistean ann an Seisean Fosgailte. Ann an suidheachaidhean air leth, nuair a tha ceist a' dèiligeadh ri cuspair dìomhair no doirbh, dh'fhaodte gun tèid dèiligeadh ris ann an Seisean Dùinte. Bidh seo a rèir toil a' Chathraiche ann an co-chonaltradh leis a' Cheannard.
- Members can also notify the Cathraiche in advance of the meeting of questions that they wish to raise other than those relevant to agenda items. Wherever possible this should be done in writing. The Cathraiche, in consultation with the Ceannard, will determine whether the question should be dealt with during the meeting, and inform the member accordingly. Wherever possible, questions will be dealt with in the Open Session. Exceptionally, where a question deals with a sensitive or confidential issue, it may be dealt with in Closed Session. This will be at the discretion of the Cathraiche in consultation with the Ceannard.
- 35 Nuair a thèid puing òrdugh a thogail aig coinneamh aig Bòrd-stiùiridh Bhòrd na Gàidhlig, 's e riaghladh a' Chathraiche an co-dhùnadh mu dheireadh.
- When a question of order is raised at a meeting of Bòrd na Gàidhlig's Board, the Cathraiche's ruling on it will be final.
- A' stiùireadh choinneamhan**
- 36 Aig coinneamh a' Bhùird-stiùiridh, bidh Cathraiche Bhòrd na Gàidhlig anns a' chathair mas e is gu bheil e/i an làthair. Mur eil an Cathraiche gu bhith an làthair, mar as trice, dh'innseadh e/i cò am ball eile a bhiodh anns a' chathair. Mur eil comhairle ann bhon Chathraiche, taghaidh na buill Bùird-stiùiridh a tha an làthair aon de na bhuill airson a bhith an ceann na coinneimh tro bhòtadh mòr-chuid.
- Chairing of meetings**
- At a meeting of the Board, the Bòrd na Gàidhlig Cathraiche, if present, will preside. In the absence of the Cathraiche, he/she will normally indicate which other member should preside. If no advice from the Cathraiche is available, the Board members present will choose, by a majority vote of those present, one of their number to preside.
- 37 Nì an Cathraiche na leanas:
- cumar smachd agus nithear cinnteach gu bheil cothrom gu leòr aig buill a' Bhùird-stiùiridh na beachdan aca a chur an cèill mu chuspair sam bith a thathar a' deasbad;
  - nthear co-dhùnaidhean air cùisean òrdugh, raon-ùghdarrais agus buntainneachd;
  - co-dhùnar dè an t-òrdugh anns am bu chòir do bhuill a tha airson bruidhinn sin a dhèanamh; agus
  - co-dhùnar a bheil bhòt a dhìth gus nach eil agus mar a nithear i
  - leanar poileasaidhean agus dòighean-obrach iomchaidh Bhòrd na Gàidhlig
- The Cathraiche will:
- preserve order and ensure that members of the Board have sufficient opportunity to express their views on any matter under discussion;
  - determine all matters of order, competency and relevancy;
  - determine in which order members wishing to speak should do so; and
  - determine whether or not a vote is required and how it is to be conducted.
  - adhere to relevant Bòrd na Gàidhlig policy and procedure

### **Co-dhùnaidhean a' Bhùird-stiùiridh**

38 Mar as trice, thèid co-dhùnaidhean Bòrd-stiùiridh Bhòrd na Gàidhlig a ghabhail le co-aontachd am measg nam ball a tha an làthair. Tha “ball a tha an làthair” a’ ciallachadh ball a tha an làthair aig a’ choinneimh fhèin no a tha a’ gabhail pàirt tro cheangail fòn no co-labhairt bhideo tron deasbad air an nì air a’ chlàr agus a tha cluinntinn gearr-chunntas sam bith a rinn an Cathraiche no ball ainmichte den Sgioba Stiùiridh.

Ma dh’fhàgas ball a’ choinneamh gu tràth, bidh iad air an comharrachadh mar neo-làithreach airson co-dhùnadh sam bith a chaidh a ghabhail às dèidh dhaibh falbh.

39 Tha uallach corporra air buill uile a’ Bhùird-stiùiridh airson co-dhùnaidhean a ghabh am Bòrd-stiùiridh. Mar sin, feumaidh buill gabhail ri co-dhùnadh coitcheann a’ Bhùird-stiùiridh (agus taic a chumail ri seo gu poblach), no feumaidh iad an t-àite air a’ Bhòrd a leigeil seachad.

40 Faodaidh ball de Bhòrd-stiùiridh Bhòrd na Gàidhlig an t-eas-aonta aige/aice ri co-dhùnadh a’ bhùird a chlàradh cho fad ’s a bha i/e an làthair aig a’ choinneimh far an deach beachdachadh air a’ chùis seo agus cho fad ’s a dh’iarras am ball gun tèid an t-eas-aonta aige/aice a chlàradh gun dàil às dèidh an co-dhùnadh a bhith air a dhèanamh. Ma tha ball ag iarraidh atharrachadh a mholadh air gluasad bhon Cathraiche no bho bhall/bhuill mus tèid co-dhùnadh a ghabhail, bu chòir dhaibh 1) neach-taic iarraidh airson an atharrachaidh fhoirmeil sin agus ma gheibhear sin, 2) bhòt fhaighinn bho mhòr-chuid de bhuill a’ Bhùird-stiùiridh.

41 Thèid beachdan sgrìobhte mu nithean air a’ chlàr-ghnothaich a thèid a chur a-steach le gach ball den Bhòrd-stiùiridh aig Bòrd na Gàidhlig nach eil an làthair a chuar teachadh gu buill a’ Bhùird-stiùiridh agus bidh an Cathraiche (no luchd-taic ainmichte mar eisimpleir rùnaireachd a’ Bhùird-stiùiridh) a’ toirt iomradh orra aig àm iomchaidh rè na coinneimh.

42 Ann an suidheachaidhean air leth, nuair a tha co-dhùnadh a dhìth bho Bhòrd-stiùiridh Bhòrd na

### **Board Decisions**

Decisions of Bòrd na Gàidhlig’s Board will usually be by consensus of attending members. An attending member is one who is either present in person or takes part by telephone or video conference link throughout the discussion of the agenda item and has heard any summing up by the Cathraiche, or a nominated member of the Leadership Team.

A member who leaves a meeting prematurely will be treated as a non-attending member for the purpose of any decision taken after the time of departure.

Board Members share corporate responsibility for decisions taken by the Board as a whole. Members must therefore either accept (and publicly support) the collective decision of the Board or resign.

A member of Bòrd na Gàidhlig’s Board may have his or her dissent recorded to a decision of the Board provided that she/he has attended the meeting at which the matter was considered and provided that the member asks to record his/her dissent immediately after the decision is concluded. Any member that wants to actually propose an adjustment to the Cathraiche or member(s) motion prior to a decision being taken should 1) seek a seconder for that formal amendment and if that is secured 2) thereafter secure a majority vote of Board members.

Written comments on agenda items submitted by all non-attending Bòrd na Gàidhlig Board members will be circulated to Board members and referred to by the Cathraiche (or designated support such as the Board secretariat) at the appropriate point in the meeting.

Exceptionally, when a Bòrd na Gàidhlig Board decision is required urgently and it would not

Gàidhlig ann an cabhag agus far nach gabhadh coinneamh a chur air dòigh, thèid dèiligeadh ris a' chùis tro chonaltradh sgrìobhte. Thèid an co-dhùnadh gus seo a dhèanamh a ghabhail leis a' Chathraiche. Ann an suidheachaidhean mar seo, cuiridh na buill an cuid bheachdan chun a' Chathraiche ann an sgrìobhadh. Thèid an co-dhùnadh a dhaingneachadh aig an ath choinneimh de Bhòrd-stiùiridh Bhòrd na Gàidhlig agus thèid a chlàradh anns a' gheàrr-chunntas.

### **A' bhòtadh**

43 Thèid co-dhùnadh a dhèanamh tro bhòt anns an suidheachaidhean a leanas:

- Nuair a tha an Cathraiche a' faicinn gu bheil cuid de na buill ag eas-aontachadh ri moladh no a tha air draghan a nochdadh mu dheidhinn agus nach eil co-aonta ann.
- Nuair a dh'iarraas ball gun tèid bhòt a chumail agus nuair a bheir co-dhiù aon bhall eile taic ris a' mholadh seo.
- Ann an suidheachadh sam bith eile, far a bheilear den bheachd, a rèir toil a' Chathraiche, gum bu chòir bhòt a bhith ann mus tèid co-dhùnadh a ghabhail.

44 Cha bhi còir bhòtaidh ach aig buill a tha an làthair, mar a tha air a mhìneachadh ann an Co-dhùnaidhean a' Bhùird-stiùiridh. Bidh aon bhòt aig gach Ball, a' gabhail a-staigh a' Chathraiche, ach a-mhàin ann an suidheachadh far a bheil bhòt co-ionnan ann. Bidh bhòt-sheulachaidh a bharrachd aig a' Chathraiche anns an t-suidheachadh sin.

45 Mar as trice, bithear a' bhòtadh tro bhòt làimhe. Le cead a' Chathraiche, no ma tha ball sam bith a a' togail gearan mu bhòt a bhith air a ghabhail tro bhòt làimhe, agus ma tha mòr-chuid de na buill a tha an làthair a' toirt taic don ghearan, thèid a' bhòt a chumail tro bhaileat dìomhair. Anns na suidheachaidhean far an tèid baileat dìomhair a chumail, bidh am Manaidsear Gnìomhan a' cur a-mach agus a' cruinneachadh phàipearan baileat, a' cunntadh nam bhòtaichean agus às dèidh dhaibh sin a bhith air an dearbhadh le Ceann an Ionmhais, no mur eil iad an làthair, de bhall eile den Sgioba Stiùiridh, an toradh dhan Bhòrd-stiùiridh.

46 Clàraidh geàrr-chunntas na coinneimh toraidhean a' bhòt, a' toirt fa-near àireamh agus ainmean nam

be feasible to convene a meeting, the matter will be dealt with by correspondence. The decision to do this will be made by the Cathraiche. In such circumstances, members will send their views to the Cathraiche in writing. The decision will be ratified at the next Bòrd na Gàidhlig Board meeting and recorded in the minutes.

### **Voting**

Decisions will be reached by vote on the following occasions:

- When the Cathraiche detects that there is a body of opinion among the members who either disagree with a proposal or have expressed reservations about it and no clear consensus has emerged.
- When a member requests a vote to be taken and this is supported by at least one other member in attendance.
- Any other circumstance where, at the Cathraiche's discretion, it is felt that a decision should be preceded by a vote.

Only attending members, as defined in Board Decisions, will be eligible to vote. Each Member, including the Cathraiche, will be entitled to one vote except in the case of an equality of votes when the Cathraiche will have an additional casting vote.

Votes will normally be taken by show of hands. At the discretion of the Cathraiche, or in the event of any member objecting to a vote being taken by a show of hands and a majority of attending members supporting the objection, the vote will be taken by secret ballot. In the circumstances where a secret ballot is to be held, the Operations Manager will issue and collect ballot papers, count the votes and after these have been confirmed by the Head of Finance, or in their absence another attending member of Leadership Team, announce the result to the Board.

The minutes of the meeting will record the results of voting, noting the number and

ball a tha a' bhòtadh airson agus an aghaidh a' mholaidh agus ball sam bith nach do bhòt. Mas e is gun tèid baileit a chumail gu dìomhair, cha tèid na h-ainmean a chlàradh anns a' chlàr-gnothaich.

#### **Co-dhùnaidhean air an cur dheth**

- 47 Faodaidh am Bòrd-stiùiridh co-dhùnadh a chur dheth air nì air a' chlàr-gnothaich gus am faigh e barrachd fiosrachaidh, roghainnean eile airson co-dhùnaidhean, no airson adhbhar sam bith eile. Thèid an t-aonta gus dàil a chur air co-dhùnadh a chlàradh ann an geàrr-chunntas na coinneimh cho math ris an adhbhar airson seo, agus bidh dreachd clàr-ama ann airson a bhith a' toirt na cùise air ais dhan bhòrd-stiùiridh airson deasbad a bharrachd agus airson co-dhùnadh.

#### **Comhairle dhan bhòrd-stiùiridh**

- 48 Gus co-dhùnaidhean a ghabhail aig coinneamhan, gabhaidh am Bòrd comhairle mar a bhios iomchaidh. Mar as trice, bidh seo bhon Cheannard bho bhuill eile den Sgioba Stiùiridh no den luchd-obrach a tha an làthair. Anns an dreuchd aca mar an t-Oifigear Cunntachail aig Bòrd na Gàidhlig, tha dleastanas sònraichte aig a' Cheannard a bhith a' toirt comhairle dhan Bhòrd-stiùiridh air ceistean iomchaidheachd, eaconamaidh, tàbhachd agus èifeachdas. Faodaidh am Bòrd-stiùiridh comhairle a shireadh bho a chomataidhean, no bho thùs sam bith eile air an taobh a-staigh no an taobh a-muigh mar a bhios e a' meas iomchaidh.

- 49 Ann an suidheachaidhean nuair a bhòtas am Bòrd-stiùiridh an aghaidh comhairle bhon Cheannard, a' gabhail a-steach comhairle bhon Cheannard na d(h)reachd mar Oifigear Cunntachail, agus far a bheil an Ceannard a' faireachdainn nach gabhadh an co-dhùnadh air a bheil a' beachdachadh a dhìon air beulaibh Riaghaltas na h-Alba agus/no Pàrlamaid na h-Alba, dh'fhaodte gun toir an Ceannard air a' Chathraiche stiùireadh sgrìobhte a thoirt dha/dhi air a' chuspair. Thèid stiùireadh mar seo a thoirt gu aire Àrd-neach-sgrùdaidh na h-Alba agus an t-Oifigear Cunntachail Roinneil ann an Riaghaltas na h-Alba.

names of members voting for and against the proposal and any abstentions. The minutes will not record the names in the event that a ballot is held in secret.

#### **Deferred Decisions**

The Board may decide to defer a decision on an agenda item so that it can be provided with more information, additional decision options or for any other reason. The decision to defer, with the reasons, will be recorded in the minutes of the meeting along with the indicative timescale for returning the matter to the Board for further discussion and decision.

#### **Advice to the Board**

In reaching decisions at meetings, the Board will take advice as appropriate. This will generally be from the Ceannard or such other serving member of the Leadership Team or staff present. The Ceannard in their capacity as Bòrd na Gàidhlig's Accountable Officer has a specific role in advising the Board on matters of propriety, economy, effectiveness and efficiency. The Board may also seek advice from its Committees, or any other internal or external source as it regards necessary.

In circumstances where advice from the Ceannard is overruled by the Board, or in their formal capacity as Accountable Officer, where the Ceannard feels that the action contemplated could not be defended before the Scottish Government and/or Scottish Parliament, the Ceannard may require the Cathraiche to give him/her a written instruction on the matter. Such an instruction will be drawn to the attention of the Auditor General for Scotland and the Departmental Accountable Officer in the Scottish Government.

## **Clàr nan com-pàirtean - A' clàradh com-pàirt**

50 Feumaidh buill fa leth beachdachadh aig an ìre as tràithe a bheil com-pàirt aca ri nochdadh ann an cùis sam bith a tha gu bhith air a dheasbad.

Bu chòir dhaibh beachdachadh air a bheil clàran-ghnothaichean airson coinneamhan a' togail ceist sam bith a thaobh nochdadh chom-pàirtean, agus mur eil iad cinnteach, faodaidh iad bruidhinn ri Oifigear nan Inbhean, no le Coimisean nan Inbhean. Feumar nochdadh com-pàirt a dhèanamh cho luath 's a ghabhas aig coinneamh nuair a tha a' chom-pàirt sin ag èirigh. Mas e is gum mothachair gu bheil feum air com-pàirt a nochdadh nuair a thathar a' deasbad cùis, feumaidh am ball a' chom-pàirt aca a nochdadh cho luath is a bheir iad am aire gum feum iad sin a dhèanamh.

51 Bu chòir an aithris bheòil a tha a' nochdadh com-pàirt a bhith a' comharrachadh de an nì air a' chlàr-ghnothaich ris a bheil e ceangailte. Bu chòir dhan aithris tòiseachadh leis na faclan "tha mi a' nochdadh com-pàirt". Feumaidh an aithris a bhith fiosrachail gu leòr gus an tuig na daoine an làthair aig a' choinneamh dè seòrsa com-pàirt a th' ann, ach chan fheumar cunntas mionaideach a thoirt seachad den chom-pàirt.

### **A' bhuidh aig nochdadh com-pàirt**

52 Le bhith a' foillseachadh com-pàirt ionmhasail tha e a' toirmeasg com-pàirteachadh sam bith ann an deasbad agus bhòtadh. Ann a bhith a' nochdadh com-pàirt neo-ionmhasail tha feum air breithneachadh a bharrachd leis a' bhall bhuntainneach. Feumaidh iad beachdachadh air a' cheangal eadar na com-pàirtean a chaidh ainmeachadh agus a' chùis shònraichte air a bheilear a' beachdachadh agus air suidheachaidhean fa leth mun chùis shònraichte a tha buntainneach.

53 Aig a' cheann thall, 's e an deuchainn as dearbhachaile, am biodh ball den phoball agus iad reusanta, le fios aca air an t-suidheachadh shònraichte agus air an fhiosrachadh bhuntainneach uile aca, den bheachd gum faodadh com-pàirt a' bhuill buaidh a thoirt air an

## **Declarations of Interest - Making a Declaration**

Individual members must consider at the earliest stage possible whether they have an interest to declare in relation to any matter that is to be considered.

They should consider whether agendas for meetings raise any issue of declaration of interest, and if in doubt may consult with Standards Officer, or with the Standards Commission. A declaration of interest must be made as soon as practicable at a meeting where that interest arises. If the need for a declaration of interest is identified only when a particular matter is being discussed the member must declare the interest as soon as they realise it is necessary to do so.

The oral statement of declaration of interest should identify the item or items of business to which it relates. The statement should begin with the words "I declare an interest". The statement must be sufficiently informative to enable those at the meeting to understand the nature of the interest but need not give a detailed description of the interest.

### **Effect of Declaration**

Declaring a financial interest has the effect of prohibiting any participation in discussion and voting. A declaration of a non-financial interest involves a further exercise of judgement by the member concerned. They must consider the relationship between the interests that have been declared and the particular matter to be considered and relevant individual circumstances surrounding the particular matter.

In the final analysis the conclusive test is whether, in the particular circumstances of the item of business, and knowing all the relevant facts, a member of the public acting reasonably would consider that the member might be influenced by the interest in their

dreuchd aca mar bhall de Bòrd-stiùiridh Bhòrd na Gàidhlig agus mar sin gum biodh e ceàrr pàirt a ghabhail ann an deasbad no co-dhùnadh sam bith. Ma tha ball, le cogais, den bheachd nach biodh an làthaireachd leantainneach aca a' fàiligidh na deuchainn seo, chan fheumadh nochdadh com-pàirt neo-ionmhasail stad a chur orra bho bhith an sàs ann an deasbad no bhòtadh. Mur eil iad cinnteach gun gabh an slat-tomhais neo-chlaon seo a chur an sàs, cha bu chòir dhaibh pàirt sam bith a ghabhail san deasbad agus bu chòir dhaibh an seòmair-coinneachaidh fhàgail gus am bi deasbad air an nì sin deiseil.

### **Ceadan sònraichte**

54 Ann an glè bheag de shuidheachaidhean, gabhaidh cead sònraichte a thoirt seachad le Coimisean nan Inbhean a thaobh com-pàirtean ionmhasail no neo-ionmhasail a bhiodh a' cur casg air ball bho bhith a' gabhail pàirt air cùisean a' tighinn air beulaibh Bòrd-stiùiridh agus a Chomataidhean, mur a robh an cead sònraichte seo. Beachdaichidh Coimisean nan Inbhean air iarrtasan airson ceadan sònraichte agus bu chòir iarrtasan a dhèanamh cho luath 's a ghabhas gus am bi tìde gu leòr beachdachadh gu ceart air an iarrtas ron choinneimh far a bheilear ag iarraidh cead sònraichte. Cha bu chòir ball pàirt a ghabhail ann am beachdachadh air a' cheist sin gus an tèid an t-iarrtas aontachadh.

### **Geàrr-chunntasan a' Bhùird-stiùiridh**

55 Thèid na geàrr-chunntasan a ghabhail le rùnaireachd air a stiùireadh leis a' Mhanaidsear Gnìomhan; ach a-mhàin airson seiseanan Dùinte, thèid geàrr-chunntasan fa leth a ghabhail le neach iomchaidh air a thaghadh leis a' Chathraiche. Leis na pàipearan a chaidh a thoirt dhan choinneimh, bu chòir na geàrr-chunntasan a bhith na chlàr firinneach den choinneamh, le fiosrachadh gu leòr gus a bhith mar phàirt den t-slighe sgrùdaidh a thaobh nan cùisean air an deach beachdachadh agus na co-dhùnaidhean a rinn Bòrd-stiùiridh Bhòrd na Gàidhlig.

Bidh uallach air an neach a tha na chathraiche air a' choinneimh dèanamh cinnteach gun tèid gnìomhan a chaidh aontachadh aig a' choinneimh Dùinte a thoirt dhan rùnaireachd taobh a-staigh

role as a member of Bòrd na Gàidhlig and that it would therefore be wrong to take part in any discussion or decision-making. If a member, in conscience, believes that their continued presence would not fall foul of this test, then declaring a non-financial interest need not preclude their involvement in discussion or voting. If they are not confident about the application of this objective yardstick, they must play no part in the discussion and must leave the meeting room until discussion of the particular item is concluded.

### **Dispensations**

In very limited circumstances dispensations can be granted by the Standards Commission in relation to the existence of financial and non-financial interests which would otherwise prohibit a member from taking part and voting on matters coming before Bòrd na Gàidhlig's Board and its Committees. Applications for dispensations will be considered by the Standards Commission and should be made as soon as possible in order to allow proper consideration of the application in advance of meetings where dispensation is sought. A member should not take part in the consideration of the matter in question until the application has been granted.

### **Board Minutes**

Minutes of all meetings will be taken by a secretariat organised by the Operations Manager; the exception will be Closed Sessions that will be minuted separately by an appropriate individual determined by the Cathraiche. Taken in conjunction with the papers presented to the meeting, the minutes should provide a correct record of the meeting, in sufficient detail to comprise an audit trail of issues discussed and decisions taken by Bòrd na Gàidhlig's Board.

The person chairing the meeting will be responsible for ensuring that actions agreed at the Closed meeting are passed on to the secretariat within five working days of the

còig latha obrach bhon choinneimh gus an tèid an clàradh mar phàirt den t-Seisean Dhùinte (geàrr-chunntasan àbhaisteach).

meeting so that they will be recorded as part of the Closed Session (standard minutes).

56 Thèid dreachd geàrr-chunntas na coinneimh aontachadh airson chuirteachadh do bhuill mar 'Geàrr-chunntasan neo-dhearbhaichte' leis a' Chathraiche is Ceannard taobh a-staigh 3 sheachdain bhon latha a chaidh coinneamh a' Bhùird-stiùiridh a chumail. Faodaidh Buill atharrachaidhean a mholadh ann an sgrìobhadh taobh a-staigh 10 làithean obrach. Bidh an Cathraiche agus an Ceannard ag eadar-bhreithneachadh air cùisean far a bheil eas-aonta ann.

The draft minutes of a meeting shall be approved for circulation as 'Unconfirmed Minutes' to members by the Cathraiche and Ceannard within 3 weeks of the date of the Board meeting. Members can propose amendments in writing within 10 working days. The Cathraiche and Ceannard will arbitrate over matters of dissent.

57 Thèid an geàrr-chunntas a 'Dhearbhadh' gu foirmeil leis a' Chathraiche, thèid a chuirteachadh do na buill, agus bidh geàrr-chunntas bhon t-Seisean Phoblach air làrach-lìn BnG taobh a-staigh 8 seachdainean às dèidh na coinneimh.

Minutes will be formally 'Confirmed' by the Cathraiche, circulated to members and minutes for the Open Session lodged on BnG website within 8 weeks of the meeting.

58 Foillsichidh Bòrd na Gàidhlig Geàrr-chunntasan anns a' Ghàidhlig, anns a' Bheurla agus ann an cànan sam bith eile a chuidicheadh le bhith a' coileanadh a obair gu h-èifeachdach.

Bòrd na Gàidhlig shall publish Minutes in Gaelic, English and such other languages as would assist in the efficient conduct of its business.

#### **A' cur bhall à dreuchd rè ùine**

59 Ma 's e is gun dèan ball sam bith de Bhòrd-stiùiridh Bhòrd na Gàidhlig dìmeas air òrdugh no ùghdarras a' Chathraiche aig coinneamh sam bith, no ma bhios e/i ri dol a-mach a bhios oilbheumach no a chuireas bacadh air a' choinneimh, agus ma bheir an Cathraiche seo gu aire na coinneimh, faodaidh am Bòrd-stiùiridh am ball a chur a-mach airson a' chòrr den choinneimh, às dèidh gluasad bho bhall sam bith, a gheibh neach-taic agus le taic bhon mhòr-chuid de na buill a tha an làthair.

#### **Suspension of Members**

In the event of any member of Bòrd na Gàidhlig's Board disregarding the order or authority of the Cathraiche at any meeting, or being guilty of obstructive or offensive conduct at any meeting, and the Cathraiche calling the attention of the meeting to the same, the Board, may on the motion of any member, duly seconded and supported by the vote of a majority of the members present and voting, suspend such member so offending for the remainder of the sitting.

Cha bhi deasbad ceadaichte air gluasad den t-seòrsa seo.

No debate shall be allowed on such a motion.

#### **Dìomhaireachd**

60 Faodaidh buill an roghainn fhèin a chleachdadh mu bhith a' beachdachadh air gnothaichean bòrd-stiùiridh Bhòrd na Gàidhlig le pàrtaidhean eile às dèidh na coinneimh.

#### **Confidentiality**

Members may use their discretion in discussing items of Bòrd na Gàidhlig Board business with other parties following the meeting.



- 61 Airson cùisean ris an tèid dèiligeadh ann an Seisean Dùinte chan fhaodar nàdar agus susbaint a' ghnòthaich fhoillseachadh, no a dheasbad le, neach sam bith ach buill eile de Bhòrd-stiùiridh Bhòrd na Gàidhlig agus luchd-obrach an bha an làthair gus an cur an Cathraiche an caochladh an cèill.
- 62 Bu chòir buill aonta fhaighinn bhon Chathraiche, no mur eil iad ri fhaighinn, bhon Ceannard mus dèan iad aithris phoblach sam bith (a' gabhail a-steach aithrisean do na meadhanan no agallamhan a thèid a chraoladh) às leth Bhòrd-stiùiridh Bhòrd na Gàidhlig.
- Fiachanas pearsanta buill a' bhùird-stiùiridh**
- 63 Nan rachadh cùisean laghail a togail le treas-phàrtaidh tha e buailteach gum biodh seo air a thogail an aghaidh Bhòrd-stiùiridh Bhòrd na Gàidhlig gu h-iomlan, ach ann an suidheachaidhean neo-àbhaisteach, dh'fhaodte gun rachadh cùisean a thogail an aghaidh a' Chathraiche no buill fa leth eile den Bhòrd-stiùiridh. Mar eisimpleir, dh'fhaodadh ball de Bhòrd-stiùiridh Bhòrd na Gàidhlig a bhith cunntachail gu pearsanta ma nì e no i aithris mheallta no dhearmadach a dh'adhbharaicheas call do threas-phàrtaidh.
- 64 Ach, a rèir a' bharantais-dìona choitchinn a tha an Riaghaltas a' moladh do bhuill NDPB, cha bhi aig ball de Bhòrd-stiùiridh Bhòrd na Gàidhlig a tha air a bhith ag obair gu h-onarach agus le deagh rùn ri pàigheadh airson buailteachd chatharra phearsanta sam bith a thig orra ann a bhith a' dèanamh obair a' Bhùird-stiùiridh, no aithris gun robh iad a' dèanamh obair a' bhùird-stiùiridh, bho na stòrasan pearsanta aice/aige fhèin, ach a-mhàin far a bheil am ball air a bhith dearmadach.
- A' cur stad sealach air no ag atharrachadh nan Gnàth-riaghailtean**
- 65 Dh'fhaodte gun tèid na Gnàth-riaghailtean seo atharrachadh, ais-ghairm no gun tèid cuir riutha le Bhòrd-stiùiridh Bhòrd na Gàidhlig a-mhàin agus dh'fheumadh atharrachadh sam bith den t-seòrsa seo aonta fhaighinn bhon mhòr-chuid de na buill a tha an làthair aig coinneamh.
- For issues dealt with in Closed Session, the nature and content of the business must not be divulged to, or discussed with, anyone other than fellow Bòrd na Gàidhlig Board members and staff in attendance until the Cathraiche states otherwise.
- Members should get the prior approval of the Cathraiche, or in their absence, the Ceannard, before making public statements (including statements to the Press and broadcast interviews) on behalf of Bòrd na Gàidhlig's Board.
- Personal liability of Board Members**
- While any legal proceedings initiated by a third party are most likely to be brought against Bòrd na Gàidhlig's Board as a whole, in exceptional cases proceedings may be brought against the Cathraiche or other individual Board members. For example, a Bòrd na Gàidhlig Board member may be personally liable if he or she makes a fraudulent or negligent statement that results in loss to a third party.
- However, in accordance with the standard indemnity recommended for NDPB members by the Government, a Bòrd na Gàidhlig Board member who has acted honestly and in good faith will not have to meet out of his or her own personal resources any personal civil liability which is incurred in the execution or purported execution of his or her Board function, save where the member has acted recklessly.
- Suspension and amendments of Standing Orders**
- These Standing Orders may be varied, revoked or added to by only Bòrd na Gàidhlig's Board itself and any such alterations will require the consent of the majority of members present at a meeting.

- 66 Feumar comharrachadh aig a' choinneimh mu dheireadh den bhòrd-stiùiridh gu bheilear an dùil moladh gun tèid na gnàth-riaghailtean atharrachadh. A dh'aindeoin seo, chan fhaodar Gnàth-riaghailt sam bith atharrachadh no a chur dhan dàrna taobh mas e is gun rachadh seo an aghaidh ullachadh reachdail no stiùireadh sam bith bho Mhinistearan na h-Alba.
- Notice of the intention to bring forward proposed amendments to standing orders must be signified at the previous board meeting. Notwithstanding this provision, no Standing Order may be suspended or amended where this would contravene any statutory provision or direction made by Scottish Ministers.