

STANDING ORDER 1 - Members

Oath or Affirmation of Allegiance

- 1.1 When the oath of allegiance is taken, or the corresponding affirmation made, under section 23 of the Act, it must be taken or made before the Clerk, in public or in private.
- 1.2 When a member of the government takes:
 - (i) the official oath, or makes the corresponding affirmation;
 - (ii) the oath of allegiance, or makes the corresponding affirmation,

under section 55 of the Act, he or she must, within one working day notify the Clerk in writing that he or she has done so.

Political Groups

- 1.3 For the purposes of the Act, a political group is:
 - (i) a group of Members belonging to the same registered political party having at least three Members in the Assembly; or
 - (ii) three or more Members who, not being members of a registered political party included in Standing Order 1.3(i), have notified the Presiding Officer of their wish to be regarded as a political group.
- 1.4 The Presiding Officer must decide any question as to whether any Member belongs to a political group or as to which political group he or she belongs.
- 1.5 The Assembly is from time to time to determine, on a motion proposed by the Commission, the payments to be made to political groups under section 24 of the Act.
- 1.6 The Commission must publish:
 - (i) every determination made under section 24 of the Act; and
 - (ii) for each financial year, information about the sums paid to political groups in that financial year under section 24 of the Act.

Salaries, Allowances and Pensions

- 1.7 The Commission must from time to time determine and pay any salary, allowance, pension, gratuity or other payment or amount mentioned in, or in accordance with, sections 20, 21 or 53 of the Act.
- 1.8 The Commission must lay before the Assembly and publish any determination made under Standing Order 1.7 as soon as reasonably practicable after it has been made.
- 1.9 The Commission must publish information for each financial year concerning the amounts as salaries and allowances paid by the Commission to each Member and former Member, and concerning the total amount so paid.
- 1.10 The Assembly must, on a motion proposed by the Commission, elect Trustees to the National Assembly for Wales Members' Pension Scheme in accordance with the Scheme Rules.

Resignations and Vacancies

- 1.11 A Member may resign his or her seat in the Assembly by giving notice in writing to the Presiding Officer.
- 1.12 For the purposes of section 10 of the Act, a vacancy occurs when the Presiding Officer receives a notice of resignation in accordance with Standing Order 1.11, or otherwise when the Presiding Officer declares that the seat has become vacant.

Different roles and responsibilities of constituency Members and regional Members

- 1.13 The Assembly must make a code or protocol, to be drafted by the Committee on Standards of Conduct, in accordance with section 36(6) of the Act about the different roles and responsibilities of constituency Members and regional Members. The code or protocol must include provision in line with the following five key principles and the Annex to Standing Order 1:
 - (i) all Members have a duty to be accessible to the people of the areas for which they have been elected to serve and to represent their interests conscientiously;
 - (ii) in approaching the member of their choice, the wishes of constituents and/or the interests of a constituency or locality are of paramount importance;
 - (iii) all Members have equal status;
 - (iv) Members should not misrepresent the basis on which they are elected nor the area they serve; and

- (v) no Member should deal with a constituency case or constituency issue that is not within his or her constituency or region (as the case may be), unless by prior agreement.

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Provision to be included in the code or protocol prepared in accordance with section 36 (6) of the Act

Describing Members

1. Provision for regional and constituency Members to describe themselves accurately and for requirements regarding the use of Assembly resources, for example, stationery.

Dealing with constituency/regional issues

2. Provision for Members to be able to take up a matter affecting the constituency or region for which they were elected whilst ensuring that courtesy is shown on matters affecting more than one constituency.

Individual constituent's cases

3. Provision to protect the right of a constituent to approach his or her constituency Member, and/or any of the four regional Members elected in his or her region.

Raising matters with a member of the government.

4. Provision to ensure that any Member is entitled to raise with the relevant member of the government a matter on behalf of a constituent in the area (constituency or region) for which they were elected.

Members operating in their areas

5. Provision reflecting the expectation that Members will work throughout the area (constituency or region) for which they were elected.

School visits

6. Provision for notifying Members about official school visits to the Assembly organised by the Commission.

Telephone enquiries

7. Provision to guide the way in which telephone enquiries from members of the public to the Assembly's switchboard, seeking to contact a Member, are dealt with.

Members' staff

8. Provision that Members should ensure that staff working for them, both within the Assembly and locally, including others working on their behalf with constituents are aware of and act in accordance with Standing Order 1.13 and any code or protocol drawn up as a result of it.

Enforcement

9. Provision for any complaint against a Member in respect of the code or protocol to be referred to the Commissioner for Standards.