This fact sheet contains information on parliamentary appointments including the posts of Presiding Officer and Deputy Presiding Officer as well as membership details for the Scottish Parliamentary Corporate Body and the Parliamentary Bureau during Session 4 (11 May 2011 to 23 March 2016).

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Party</th>
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<tbody>
<tr>
<td>Con</td>
<td>Scottish Conservative and Unionist Party</td>
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<tr>
<td>Ind</td>
<td>Independent</td>
</tr>
<tr>
<td>Lab</td>
<td>Scottish Labour</td>
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<tr>
<td>LD</td>
<td>Scottish Liberal Democrats</td>
</tr>
<tr>
<td>NPA</td>
<td>No Party Affiliation</td>
</tr>
<tr>
<td>SNP</td>
<td>Scottish National Party</td>
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</table>
Scottish Parliamentary Corporate Body

The **Scottish Parliamentary Corporate Body** (SPCB) is chaired by the Presiding Officer and is made up of at least four members elected by Parliament from its MSPs. It is responsible for ensuring that the Scottish Parliament is provided with the property, staff and services it requires. The SPCB considers and makes decisions on a wide range of issues concerning the running of the Parliament including the financing of the Parliament and allocation of the budget, the staffing of the Parliament, accommodation and the use and the security of parliamentary facilities.

The Presiding Officer continues to serve in post during dissolution and until the election of the next Presiding Officer in a new session.

Members of the Scottish Parliamentary Corporate Body continue to serve in post during dissolution and until the election of replacement members in a new session. This is the case unless an MSP resigns from the SPCB, ceases to be an MSP (other than by dissolution of the Parliament), or the MSP is removed from the SPCB by a resolution of the Parliament.

Scottish Parliamentary Corporate Body Session 4 Membership:

**Presiding Officer**
Tricia Marwick (NPA) (11 May 2011 – 23 March 2016)

**Appointed Members**
Linda Fabiani (SNP) (25 May 2011 – 23 March 2016)
John Pentland (Lab) (15 January 2015 - 23 March 2016)
Liz Smith (Con) (19 March 2014 – 23 March 2016)

**Former Members:**
Mary Scanlon (Con) (25 May 2011 – 14 March 2014)
David Stewart (Lab) (25 May 2011 – 9 January 2015)

**Presiding Officer: roles and responsibilities**

The **Presiding Officer** is elected by other Members of the Scottish Parliament (MSPs) within 14 days following an election and normally continues to serve in post throughout the session, during dissolution and until the election of the next Presiding Officer in a new session. The Parliament must elect the Presiding Officer before it conducts any other proceedings, with the exception of MSPs taking the oath or affirmation.

The Session 4 Presiding Officer was Tricia Marwick MSP, who was elected on 11 May 2011. She remains politically impartial in everything she does.
Parliamentary Business

The Presiding Officer chairs plenary sessions of Parliament in the Debating Chamber. She is in charge of ensuring that the business of the Parliament is conducted effectively, on time, fairly, within the rules and in an orderly manner.

She is also responsible for other aspects of parliamentary business:

- Selecting which amendments to motions will be taken in the Chamber.
- Selecting questions for Topical Question Time and First Minister’s Question Time and deciding whether to allow supplementary questions.
- Indicating whether she thinks a Bill is within the legislative competence of the Parliament.
- Deciding whether a financial resolution is required for a Bill.
- Selecting the amendments which are to be taken in the Chamber at Stage 3 of a Bill.

In the event of a tied vote in the Chamber, she exercises a casting vote.

Representing the Parliament at home and abroad

The Presiding Officer is responsible for representing the Scottish Parliament at home and abroad. This covers a wide range of duties and takes up a significant part of her time. The representative role can range from attending Royal functions, receiving delegations from across the world, leading outward Scottish Parliament delegations, and delivering speeches at events within the parliament and across Scotland, as well as at international conferences.

Conduct of MSPs

The Code of Conduct for Members of the Scottish Parliament “sets out the principles and standards of conduct for members of the Scottish Parliament in relation to their Parliamentary duties.” (Please note that this means the Code excludes the activities of Members in relation to their private or family life or in relation to reserved matters).

For the most part, complaints under the Code of Conduct are initially investigated by the Commissioner for Ethical Standards in Public Life in Scotland.

However, there are two types of complaints relating to an MSP’s parliamentary duties which should be referred to the Presiding Officer. These are:

- Complaints about an MSP’s conduct at a meeting of the Parliament, including an MSP’s treatment of another MSP. Any complaints about a committee convener’s conduct (including the convener’s treatment of another committee member) should also be referred to the Presiding Officer.
- Complaints made under Section 8 of the Code of Conduct (engagement and liaison with constituents)
Deputy Presiding Officers

Two Deputy Presiding Officers are elected by other MSPs within 14 days following an election and normally continue to serve in post throughout the session, during dissolution and until the election of the next Deputy Presiding Officer in a new session. The Parliament must elect the Deputy Presiding Officers before it conducts any other proceedings, with the exception of MSPs taking the oath or affirmation and the election of the Presiding Officer.

The Parliament may also elect an additional Deputy Presiding Officer during the course of a session if appropriate, for example if a Presiding Officer or Deputy Presiding Officer is ill. The additional Deputy Presiding Officer may serve for a shorter time period than those elected following an election.

The Deputy Presiding Officers have the same range of responsibilities when acting in place of the Presiding Officer, but both retain their party allegiance and will vote in the Chamber unless they are chairing proceedings. This means that they also support the Presiding Officer in her representation of the Scottish Parliament at home and abroad.

There were two Deputy Presiding Officers during Session 4: Elaine Smith (Lab) and John Scott (Con), both of whom were elected on 11 May 2011.

Parliamentary Bureau

The Parliamentary Bureau consists of the Presiding Officer and representatives of each political party or group in the Parliament which has five or more members. The representatives are nominated by the leader of each party. The main functions of the Parliamentary Bureau are:

- To propose the business programme.
- To propose alterations to the Daily Business List in the Business Bulletin if there should be changes in the advance programme.
- To propose the establishment, remit, membership and duration of any committee or sub-committee.
- To determine any question regarding the competence of a committee to deal with a matter, and, if two or more committees are competent to deal with a matter, to determine which of those committees is to be the lead committee responsible for that matter.

Standing Orders allow Parliamentary Bureau members to arrange for another member to take their place at Bureau meetings by notifying the Presiding Officer in writing in advance.

A deputy Presiding Officer may attend any meeting of the Parliamentary Bureau and may participate in the proceedings but may not vote unless he or she is chairing the meeting in place of the Presiding Officer, when he or she shall have a casting vote.

Members of the Parliamentary Bureau do not continue to serve during dissolution.
Parliamentary Bureau Session 4 Membership:

Presiding Officer
Tricia Marwick (NPA) (11 May 2011 – 23 March 2016)

Nominated Members
Joe FitzPatrick (SNP) (11 September 2012 – 23 March 2016)
John Finnie (Ind) (2 June 2014 – 23 March 2016)
James Kelly (Lab) (17 December 2014 – 23 March 2016)
John Lamont (Con) (10 November 2011 – 23 March 2016)
Alison McInnes (LD) (13 May 2011 – 23 March 2016)

Former Members:
Bruce Crawford (SNP) (13 May 2011 – 11 September 2012)
John Finnie (Ind) (8 March 2013 – 4 April 2014)
Margo MacDonald (Ind) (22 November 2012 – 8 March 2013)
Paul Martin (Lab) (13 May 2011 – 17 December 2014)
David McLetchie (Con) (13 May 2011 – 10 November 2011)
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