

# CUMBRIA ASSOCIATION OF LOCAL COUNCILS

## CONSTITUTION

### **1. Name**

The Association shall be known as 'The Cumbria Association of Local Councils', hereinafter referred to as 'The Association'.

### **2. Definition**

In this constitution 'local councils' shall mean town councils, parish councils and parish meetings in Cumbria.

### **3. Objectives**

The objectives of the Association shall be:

- (i) to protect, represent and promote the interests of local councils in Cumbria
- (ii) to promote good local government and assist local councils in the performance of their duties
- (iii) to promote the interest and participation of the general public in the work of local councils
- (iv) to promote the economic, social and environmental well-being of all communities in Cumbria through the activities of local councils.

### **4. Membership**

Membership of the Association shall be open to all local councils in Cumbria.

### **5. Subscriptions**

- (a) Each member council shall pay an annual subscription to the Association effective from 1 April each year.
- (b) The level of annual subscription shall be on a scale as shall be determined by the General Meeting on the recommendation of the Executive Committee.
- (c) The Association shall collect and pass on the member councils' annual subscription to the National Association of Local Councils.

### **6. General Meeting**

- (a) There shall be a General Meeting of the Association comprising two voting representatives (who may be serving councillors or officers) of each local council in membership and the Honorary Officers elected under clause seven.
- (b) The General Meeting shall be the sovereign body of the Association.

- (c) The General Meeting shall convene annually and on such other occasions as shall be determined by the Executive Committee or at the written request of ten local councils in membership.
- (d) The quorum at a General Meeting shall be representatives of twenty local councils.
- (e) There shall be not less than twenty eight clear days notice of the date, time and place of a General Meeting and fifty six days notice with respect to the Annual General Meeting.
- (f) Nominations for Honorary Officers and other Executive Committee members and Motions for Debate shall be received by the Chief Officer not less than twenty eight days before the Annual General Meeting.
- (g) The business to be conducted at a General Meeting (including the Annual Report and audited accounts for the Annual General Meeting) shall be circulated no later than fourteen days prior to the date of the meeting.
- (h) The business of the Annual General Meeting shall include:
  - (i) to elect the Honorary Officers
  - (ii) to appoint an auditor
  - (iii) to note the members elected to the Executive Committee by the District Associations.
  - (iv) To elect up to five additional members onto the Executive Committee
  - (v) to receive the Annual Report of the Association
  - (vi) to receive the audited accounts of the Association for the preceding year
  - (vii) to consider any motions for debate submitted by member local councils.
- (i) The President shall preside at General Meetings. In his absence the General Meeting shall appoint a Vice President or some other person from their own number to preside.
- (j) Service of notice under paragraph 6(e) above, and the circulation of the agenda and papers for a General Meeting under paragraph 6(g) above, may be fulfilled by notification to the last notified email address of each member council's clerk.
- (k)

## **7. Honorary Officers**

- (a) There shall be a President, such number of Vice Presidents as may be determined by the General Meeting and a Treasurer.
- (b) Each Honorary Officer shall be elected annually.

## **8. District Associations**

- (a) There shall be District Associations for parts of the county as determined by the General Meeting
- (b) Membership of District Associations shall be open to local councils (councillors and officers) in membership of the Association.

- (c) The activities of a District Association shall further the objectives of the Association.
- (d) Subject to the directions of the General Meeting, each District Association shall arrange its own business and procedure.
- (e) Each District Association shall elect a Chairman and such other officers as it deems necessary. In addition to the Chairman, each Association shall elect a representative to serve on the Executive Committee
- (f) The District Associations shall receive such financial support as the Executive Committee deems appropriate.

## **9. Executive Committee**

- (a) There shall be an Executive Committee which shall consist of:
  - (i) the Association's Honorary Officers
  - (ii) the Chairman and one representative of each District Association (or their substitute)
  - (iii) up to five additional members elected by the General Meeting for a three year term. Elected members may serve for more than one term. (This simply states the current position which was not reflected in the Constitution)
- (b) The Executive Committee shall manage the affairs of the Association, under the general guidance of the General Meeting, including the appointment and management of a Chief Officer and any other staff.
- (c) The Executive Committee shall, at its first meeting after the Annual General Meeting, appoint a Chairman and Vice Chairman. Both the Chairman and Vice Chairman shall be serving councillors. Each may hold office for up to a maximum of three years consecutively.
- (d) The Executive Committee may appoint sub-committees that may include any member of the General Meeting.
- (e) If a district association member fails to attend two consecutive meetings of the Executive Committee the Chief Officer shall notify the District Association Chairman. The Chairman shall arrange for the matter to be considered at the next available District Association meeting at which the member concerned shall be given the opportunity to give reasons for his\her non attendance. The District Association may then confirm the member as the Association's representative on the Executive Committee or may appoint another member in his\her place. The District Association's decision shall be final.
- (f) If a directly elected member fails to attend two consecutive meetings of the Executive Committee the Chief Officer shall report this to the next available meeting of the Executive Committee at which the member concerned shall be given the opportunity to give reasons for his\her non attendance. The Executive Committee may take such action as it considers appropriate concerning the member's non attendance, including replacing the member with another member who stood for election to the Committee, starting with the first unsuccessful member in the last ballot. The Executive Committee's decision shall be final.

- (g) Where a vacancy arises through the resignation, or otherwise, of a directly elected member of the Executive Committee, such casual vacancy shall be filled by election at the next available General Meeting and the member so elected shall serve for the remainder of the normal three year term of directly elected members.

## **10. Voting**

- a) At all meetings resolutions shall be determined by a show of hands, except where not less than one third of those present demand a ballot when the voting on that resolution shall be by ballot.
- b) Each representative shall have one vote. The person presiding at any meeting shall have a second or casting vote in the event of an equality of votes.

## **11. Omission to Give Notice of Meeting**

The proceedings of any meeting shall not be invalidated because any person entitled to notice of the meeting has not received such notice.

## **12. Alteration of the Constitution**

- a) Any amendment or addition to this constitution may be made at any General Meeting if approved by a majority of not less than two-thirds of the persons present and eligible to vote.
- b) Notice of any amendment or addition must be received by the Chief Officer not less than five weeks before the General Meeting and circulated to all members of the General Meeting not less than four weeks before the meeting.

## **13. Dissolution**

In the event of the dissolution of the Association, any remaining assets after the payment of outstanding debts and return of any grants shall be distributed among members of the Association in proportion to the subscription paid in the year of dissolution.