

LINCOLNSHIRE ASSOCIATION OF LOCAL COUNCILS

CONSTITUTION

1. CONSTITUTION AND NAME

The Association shall consist of Parish and Town Councils in the county of Lincolnshire and shall be known as the Lincolnshire Association of Local Councils.

2. OBJECTIVES

The aims and objectives of the Association are to take all such steps as may be necessary or desirable in the interest of towns and parishes including:-

- a) Protecting and promoting the interests, rights, functions and privileges of members.
- b) Assisting members in the performance of their duties and developing the social, cultural, recreational and environmental life of towns and villages.
- c) Promoting widespread and well-informed interest in local government.
- d) Supporting partnership working.

3. MEMBERSHIP

Every Parish Council, Town Council and Parish Meeting in the county of Lincolnshire shall be eligible for membership of the County Association.

4. ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting of the County Association which shall be held at a date to be fixed by the County Committee. Every member council shall be entitled to appoint, and be represented by one person at the Annual General Meeting and in addition, the President, Vice-Presidents and the Treasurer shall be ex-officio and non-voting members of the Annual General Meeting unless they represent their council. Should other councillors from member councils wish to attend the Annual General meeting they may do so, space permitting, but they may not vote.
- b) The Chief Executive shall give to each member council and to every ex-officio member of the Annual General Meeting not less than 28 clear days' notice of the date, time and place of the meeting and shall send with such notice a copy of the annual report and of the accounts for the preceding financial year.
- c) A maximum of two motions from member councils will be considered at the Annual General Meeting. Motions may only be submitted from member councils and not an individual. Motions must be of relevance to all or the majority of members. Motions must be in writing and received by the Chief Executive at least 60 days in advance of the meeting. The County Committee will determine on whether a motion is compliant, and in the event that more than two are received there will be a ballot at the County Committee to determine those submitted to the Annual General Meeting. The Council sponsoring an accepted motion will have the right to submit a paper to the Chief Executive in support of the motion for circulation at least 14 days in advance of the meeting. The Council shall also have the right to address the meeting on their motion for a maximum of 5 minutes. The motion will then be open under the normal rules of debate.
- d) Any vote will be determined by a show of official ballot cards and each member council shall have one vote presented by a member present at the meeting.
- e) The Annual General Meeting shall elect the membership of the County Committee at its first meeting following the term elections, to serve for a four-year period.
- f) The President shall preside at the Annual General Meeting but in his absence the Annual General Meeting shall be presided over by a Vice-President or the Chairman in the absence of a Vice-President.

5. SPECIAL MEETINGS

Special general meetings, for which not less than 14 clear days' notice shall be given to each member council and to every ex officio member of the Annual General Meeting, may be called at any time by the County Committee stating the reason for the meeting. Such special meetings shall also be called by the Chief Executive after the receipt of a requisition in writing signed by not less than ten members of the Annual General Meeting.

6. PROCEEDINGS AT GENERAL MEETINGS

The quorum at a General Meeting shall be one-tenth of the number of persons entitled to attend. If at a General Meeting no quorum is present within half an hour of the time appointed for the commencement of business, the meeting shall stand adjourned, to the same place, day and time in the next week, when the quorum shall be five. Should the venue not be available, the Chief Executive shall secure a suitable venue and notify this to all members at least three days prior to the meeting.

7. ELECTION OF HONORARY OFFICERS

There shall be a President and such number of Vice-Presidents as may from time to time be determined by the Annual General Meeting, a Treasurer and an Auditor or Auditors all of whom shall be elected at the Annual General meeting in each year and shall respectively be eligible for re-election.

- a) Nominations for the offices of President, Vice-President, Treasurer and Auditor shall be sent to the Chief Executive forty clear days before the Annual General Meeting, except in the case of nominations by the County Committee of the Association.
- b) Casual vacancies in any of the said offices may be filled by the County Committee.
- c) Each officer shall hold office during the pleasure of the Association.

8. COUNTY COMMITTEE

- a) There shall be a County Committee, whose members shall hold office for the election term and be eligible for re-appointment. The membership of the committee shall include the President, Vice-President(s) and Treasurer ex-officio, and twenty four other persons appointed by the Annual General Meeting (eight per area) plus an appointed representative from Lincolnshire County Council to represent Principal Authorities.
- b) Membership of the County Committee shall be open to either a councillor or a clerk from a paid up member council, with a maximum of two representatives from any one council at any time, and with any membership terminated immediately upon resignation of that person from the post of councillor or clerk, or the council ceasing to be a member of the Association.
- c) The County Committee may co-opt a maximum of six additional members.
- d) Casual vacancies on the County Committee shall be filled by the Committee from nominations received from the relevant Area.
- e) All members of the County Committee retire together at the moment when the election of the new Committee is declared to be complete at the Annual General Meeting by the person presiding thereat.

9. CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEE

The County Committee shall elect a Chairman and Vice-Chairman at its first meeting following the Annual General Meeting each year. The Chairman and Vice-Chairman shall hold office for one year and shall respectively be eligible for re-election. The Chairman shall take the chair of the Committee whenever he is present. The Vice-Chairman shall take the chair in the Chairman's absence. If at any meeting the Chairman and the Vice-Chairman are absent, the Committee shall elect a chairman for that meeting from among their number.

10. FUNCTIONS OF THE COUNTY COMMITTEE

- a) Subject to the provisions of this Constitution, the Committee may provide for the conduct, management, control and administration of the affairs of the County Association and may take such steps, incur such expenses, acquire and dispose of such property, enter into such commitments or arrangements and employ such servants or agents as may be suitable for carrying the policies of the Association into effect.
- b) The Committee shall control the banking and investment of the Association's funds.
- c) No money shall be borrowed by or on behalf of the Association without the Committee's consent.
- d) The Committee shall present an annual report and submit the audited accounts to the Annual General Meeting.
- e) The quorum at each Committee meeting shall be one quarter of the membership.

11. SUB-COMMITTEES

The County Committee shall have power (i) to appoint sub-committees which may include members of the Annual General Meeting and non-members of the Committee, (ii) to make rules for the transaction of its business and (iii) to delegate any of its functions to such sub-committees. The President and the Chairman and the Vice-Chairmen of the County Committee shall be ex-officio members of every sub-committee, but may only vote if they are a serving councillor on a member council. A sub-committee may co-opt not more than 25% of its number from persons other than members of the Annual General Meeting.

12. EXECUTIVE

The Executive of the County Association shall comprise the President, County Committee Chairman, Vice-Chairman, Treasurer and Chief Executive.

It will meet as necessary and have delegated powers to deal with recruitment, staffing matters, day to day business and any urgent matters that must be determined between County Committee meetings.

Its quorum shall be three.

A full report of any action taken by the Executive shall be presented to the next meeting of the County Committee, and as far as possible recommendations will be tabled for the Committee to determine.

13. AREA FORUMS

- a) The Annual General Meeting may establish Area Forums which shall meet as agreed by the County Committee or the Executive
- b) The County Committee shall appoint from its membership, by vote, a Chairman for each Area Forum, at its first meeting following the Annual General Meeting, or at its next meeting should a vacancy arise mid-term.
- c) The Chief Executive shall organise such Forums and all councillors and officers of member councils in the area shall be entitled to attend.

14. VOTING

- a) At all meetings, other than the Annual General Meeting every motion may be determined by voice but a resolution shall be determined by a show of hands if demanded except in any case in which not less than one-third of the persons present demand a ballot when the voting on that question shall be by ballot. Voting shall be on the basis of one vote per member council.
- b) The person presiding at a General Meeting, a meeting of the Committee, or a sub-committee shall, in addition to his being entitled to vote in the first instance, have a second or a casting vote in the case of an equality of votes.

15. PLACE AND NOTICE OF MEETING

The Chief Executive shall give to every person entitled to receive the same, not less than fourteen clear days' notice in writing of the time and place of meetings of the Committee or of any sub-committee, specifying in such notice the business to be transacted.

16. OMISSION TO GIVE NOTICE OF MEETING

The accidental omission or failure to give notice of any General Meeting or any meeting of the County Committee, or of any sub-committee, to any member council or person entitled to receive the same or the non-receipt of any such notice as aforesaid shall not invalidate the proceedings at any such meeting.

17. EXPENSES OF REPRESENTATIVES AND MEMBERS

Subject to sufficient money being available for the purpose, the necessary travelling, subsistence and other incidental expenses of representatives or members attending meetings -

- a) of the National Association, of the National Council and of any sub-committees thereof -
- b) of the County Association (other than a General Meeting), of the County Committee and of any sub-committees thereof -

- may be met wholly or partly from the funds of the County Association.

18. SUBSCRIPTIONS

Each member council shall pay to the County Association on or before 1st July in each financial year a subscription which shall be based upon such scale as may be determined by the Annual General Meeting.

19. CONTRIBUTIONS TO THE NATIONAL ASSOCIATION

The County Association shall pay to the National Association on or before the first day of August in each financial year such sum as may from time to time be fixed by the National Association, unless the County Association, by vote at the Annual General Meeting, declines to pay all or part of such sum.

20. RESIGNATION FROM MEMBERSHIP

Any member council wishing to terminate its membership of the County Association may do so by sending its resignation in writing to the Chief Executive at least two calendar months before the 31st day of March in any year and the notice shall become effective on that day. Each such council shall continue to be liable for the payment of its subscription up to and including the date on which a notice as aforesaid becomes effective.

21. ALTERATIONS TO THE CONSTITUTION

Any alteration to, or amendment of, or addition to this constitution may from time to time be made at any Annual General Meeting if approved by a majority of not less than two-thirds of the persons present and voting.

Notice of any motion for such alteration, amendment, or addition, other than a notice given pursuant to a resolution of the County Committee, must be given in writing to the Chief Executive of the County Association not less than one calendar month before the meeting and a copy of every such notice, including those given pursuant to a resolution of the County Committee, shall be sent by the Chief Executive to every member council and to each ex-officio member of the Annual General Meeting, at least twenty-one clear days before the meeting at which it is to be considered.

A copy of the Constitution shall be supplied to each member council upon joining.