

NEWTONGRANGE COMMUNITY COUNCIL
CONSTITUTION

1. **Name.** The name of the Community Council shall be 'The Newtongrange Community Council' (hereinafter called 'The Community Council').
2. **Area.** The area of the Community Council shall be as shown on the map attached to Midlothian Council's Scheme for the Establishment of Community Councils.
3. **Objectives.** The Objectives of the Council shall be:
 - a. To ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, to fairly express the diversity of opinions and outlooks of the residents and to take such action in the interests of the community as appears to it to be desirable and practicable.
 - b. To express the views of the community to the local authority for the area, to public authorities and to other organisations.
 - c. To retain the identity of the Community amongst people living within the Community Council area and the safeguarding of their interests.
 - d. The encouragement of co-operation among the various community organisations in the Community Council area.
 - e. The fostering of a strong community spirit in the Community Council area and the maintenance of historical or traditional links.
 - f. The continuation of all local customs and events.
4. **Role and Responsibilities.** The role of the Community Council is to take such action in the interests of the community as it appears to be expedient and practicable. Members of the Community Council should be guided in their responsibilities by the Code of Conduct for Community Councillors, shown at Appendix C to Midlothian Council's Scheme for the Establishment of Community Councils.
5. **Membership.** The Community Council shall consist of no more than sixteen persons elected by and from all persons aged sixteen and over living in the Community Council area whose names appear on the relevant Electoral Register. In the case of candidates who are not on the electoral register solely by reason of age, their nomination form must be accompanied by a declaration signed by 2 individuals who are named on the electoral register for the Community Council area confirming that the nominee is a resident of the Community Council area.
6. **Method of Election.** Members of the Community Council shall be elected in accordance with Midlothian Council's Scheme for the Establishment of Community Councils.

7. **Resignation of a Community Councillor.** A community councillor may resign from the council at any time by submitting a letter of resignation to the Chairman or Secretary. If a community councillor does not attend three consecutive meetings of the community council, and failed to submit apologies to the Chairman or Secretary, the community councillor should be considered to have resigned. Unless there are exceptional circumstances a Community Councillor who does not attend six consecutive meetings of the community council should be considered to have resigned.
8. **Casual Vacancies.** A casual vacancy in the Community Council occurring by reason of death, resignation, removal, or disqualification, shall be filled as soon as may be by a vote of the Community Council. The person appointed to fill a casual vacancy shall hold office and be entitled to enter into discussion and to vote on all matters until the next election of members to the Community Council. The proceedings of the Community Council shall not be invalidated by reason of any vacancy in the number of members thereof above the necessary quorum for each meeting.
9. **Voting Rights.** All elected members of the Community Council, including those appointed to fill a casual vacancy, shall have equal voting rights. Other than for the election of office bearers, voting shall normally be by a show of hands, unless the Chair decides otherwise. In all votes, where there is a tie, the Chair shall have a casting vote.
10. **Election of Office Bearers.** At the Annual General Meeting featuring occasion of elections, the Community Council shall elect from within its members a Chair, Vice-Chair, Treasurer and Secretary and any other such officers as it shall from time to time decide. Office Bearers will be elected for a period of 1 year, and may be re-elected thereafter. In the event that more than one person is nominated for a particular office, a ballot shall be held for that post.
11. **Committees of the Community Council.** From time to time, the Community Council may form a sub-committee of the Community Council to gather, collate and provide information to the Community Council. Membership of such sub-committees will be determined by the Community Council, and may include members of the Community Council and co-opted persons of relevant experience. All deliberations of Community Council sub-committees must be referred to the Community Council for decision.

- 12. Meetings of the Community Council.** The Annual General Meeting of the Community Council shall be held each year in November, where the Chairman shall deliver a report and Treasurer shall provide the Audited Account. Elections to the Community Council shall be held at every third Annual General Meeting. Thereafter, the Community Council shall meet throughout the year at intervals not exceeding two months. Dates of regular meetings during the year, the times of meetings, and the venue, shall be agreed at the first meeting of the Community Council following election, or at the Annual General Meeting. A quorum of 5 members shall be sufficient to hold a meeting of the Community Council, during which members must adhere to the Standing Orders published as Annex A to this Constitution. Minutes are to be taken of each meeting of the Community Council, and a draft is to be circulated to members of the Community Council and to the Midlothian Council Liaison Officer, within 14 days following the meeting or as soon as practical thereafter. Minutes should be approved at the next meeting of the Community Council and copies should subsequently be displayed in the Newtongrange Library, on the Community Notice Board and in other places deemed suitable.

The Community Council may conduct virtual (on-line) meetings by means of a telephone conference, video conferencing facility or similar communications equipment - so long as all Community Council representatives participating in the meeting can hear each other; a Community Council representative participating in a meeting in this manner shall be deemed to be 'present' in person at the meeting. For the avoidance of doubt, a vote given by an attendee participating in the meeting through any of these methods will be taken to be given personally. Hybrid (combined regular and virtual) meetings of the Community Council shall be valid provided they are conducted in the same manner as meeting described above

- 13. Public Participation in the Work of the Community Council.** All meetings of the Community Council, and of its sub-committees, shall be open to the public, and members of the public shall be invited to address or petition the Community Council on matters within its Objectives. Any member of the public wishing to petition the Community Council should give the Secretary written notice of this intention three days prior to the meeting but the Chair may accept any petition at shorter notice.
- 14. Liaison with Midlothian Council.** Midlothian Council has identified an official to act as a Liaison Officer with Community Councils. Unless there is a specific agreement, or an issue is a specific departmental issue, all correspondence between the Community Council and Midlothian Council should, in the first instance, be directed through that Liaison Officer. The Community Council must advise the Liaison Officer on the annual calendar of scheduled meetings, the AGM and give at least 10 working days notice of any Special Meeting arranged by the Community Council. Additionally, the

Community Council must provide the Liaison Officer with a copy of the draft minutes of each meeting within 14 days of that meeting or as soon as practical thereafter.

- 15. Control of Finance.** All moneys held by the Community Council, from whatever source, are solely to further the objectives of the Community Council and shall be held by an elected Treasurer on behalf of the Community Council. The Treasurer is authorised to receive moneys on behalf of the Community Council, and when approved by the Community Council, to disburse moneys held. All disbursement shall be by cheque Banker's Automated Clearing System (BACS), Faster Payment System (FPS) or by such other payments system as may be introduced by UK Banks. Payments by cheque must be signed by any two office-bearers who are authorised signatories of Midlothian Federation of Community Councils. Authorised signatories may not be related to each other or co-habitees. BACS payments shall be made on the authorisation and recorded confirmation of two unrelated, not co-habitees and authorised office bearers. Receipts for expenditure must be obtained and held by the Treasurer. The Treasurer is to keep a written account and is to prepare and have the accounts independently examined for presentation and approval at the Annual General Meeting.
- 16. Title to Property.** The title to all property owned by the Community Council shall be vested in the Chairman, Treasurer and Secretary, and their successors in such offices.
- 17. Alterations to the Constitution.** Any proposal to alter this constitution must be delivered in writing to the Secretary of the Community Council not less than twenty-eight days before the date of the meeting at which it is first to be considered and such an alteration will require the support of the two thirds of members of the Community Council present and voting at an Annual General Meeting or a special Community Council meeting convened to discuss the matter. Before such an amendment can be enacted, it must be submitted for approval by the Midlothian Council Liaison Officer.
- 18. Dissolution.** The Community Council shall be dissolved when, following three consecutive meetings, it has not been able to form a Quorum, or at any time that a vote of two thirds of the Community Council members present so decide. Further, Midlothian Council may dissolve the Community Council when the terms of the Midlothian Council's Scheme for the Establishment of Community Councils, Para 18, are not compliant.

19. Approval and Adoption of the Constitution.

The Constitution was adopted by Newtongrange Community Council.

Name		
Signature		
Date		

Name		
Signature		
Date		

Name		
Signature		
Date		

NEWTONGRANGE COMMUNITY COUNCIL
STANDING ORDERS

These Standing Orders are adopted for use by Newtongrange Community Council, (hereinafter called 'The Community Council').

Meetings of the Council.

- a. Regular meetings of the Community Council shall be held each month, with the exceptions of July and December, on a date and in a venue to be determined at the Annual General Meeting. An Annual General Meeting shall be held in November of each year. The meetings of any sub-committee of the Community Council shall be as determined by the Community Council when setting up the sub-committee.
- b. All meetings of the Community Council and any sub-committees shall be open to the public.
- c. Members of the public shall be invited to address the Community Council on matters within its Objectives.
- d. Special Meetings of the Community Council may be called at any time on the instructions of the Chairman of the Community Council on the request of not less than one-half of the total number of Community Council members, or on the request of a petition signed by at least 20 persons, resident within the Community Council area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting. A special meeting shall be held within 21 days of the receipt of the request, or as soon as practical thereafter.
- e. The notice of ordinary and Annual General Meetings of the Community Council, featuring the date, time and venue, shall be provided to the Midlothian Council Liaison Officer by the Secretary of the Community Council, at least 10 days before the date fixed for the meeting.

Minutes

- a. Minutes of the proceedings of a meeting of the Community Council shall be drawn up within fourteen days from the date of that meeting, the draft of which is to be circulated to all Community Council members; to the Midlothian Council Liaison Officer and to relevant elected members and other interested parties as appropriate.
- b. The minutes are to be discussed at the next Community Council meeting and, following their approval by the Community Council, signed by the Secretary and retained for future reference.

- c. Copies of the approved minutes are to be displayed in the Newtongrange Library, on the Community Notice Board and in other places deemed suitable.

Quorum. A quorum of 5 members shall be sufficient to hold a meeting of the Community Council.

Order of Business.

- a. The order of business for an ordinary meeting of the Community Council shall be as follows:
- Recording the membership present and apologies received
 - Visitor Matters – for short topics, not exceeding 15 minutes
 - The minutes of the last meeting shall be discussed and submitted for approval.
 - Matters of correspondence received and sent shall be discussed.
 - Any other item of business, which the Chairman has directed should be considered.
 - Any other competent business
 - Questions from the floor
 - The date of the next meeting, after which the Chair should close the meeting.
- b. The order of business for the Annual General Meeting shall be as follows:
- Recording the membership present and apologies received
 - Chairman’s Annual Report and questions from the floor
 - Secretary’s Annual Report and questions from the floor
 - Treasurer’s Submission of the Balance Sheet and Annual Accounts, duly independently examined and certified correct, and questions from the floor.
 - At the Annual General Meeting featuring the election of Community Councillors - demit of current office bearers and election of office bearers.
 - The date of next Annual General Meeting, after which the Chair should close the meeting.
- c. The order of business for a Special Meeting shall be as follows:
- Recording the membership present and apologies received
 - Business for debate, as described in the calling notice for the special meeting.
 - Chair to close the meeting.

Order of Debate

- a. The Chair shall decide all questions of order, relevancy and competency arising at meetings of the Community Council and her/his ruling shall be final and shall not be open to discussion. In particular, the Chair shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the Community Council. The Chair in determining the order, relevance and competency of business and that questions have particular regard to the relevance of the issue to the community. He/She must ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chair shall have the power, in the event of disorder arising at any meeting, to adjourn the Council meeting to a time he/she may then, or afterwards, fix.
- b. Every motion or amendment shall be moved and seconded.
- c. After a mover of a motion has been called on by the Chair to reply, no other members shall speak to the question.
- d. A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- e. A motion or amendment which is contrary to a previous decision of the Community Council shall not be considered within six months of that decision.

Voting.

- a. Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.
- b. The Chair of a meeting of the Community Council shall have a casting vote as well as a deliberative vote.

Alteration of Standing Orders. Any proposal to alter these Standing Orders must be considered by the Community Council and submitted to the Midlothian Council Liaison Officer for agreement. The local authority shall have final discretion on any proposed change.

Committees. The Community Council may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

Suspension of Standing Orders. These Standing Orders shall not be suspended except at a meeting at which two-thirds of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

