

20 JAN 2017

# Glasgow City Council

## Constitution for Community Councils

### *Ibrox & Cessnock Community Council*

This Constitution should be read in conjunction with the  
Scheme for the Establishment of Community Councils  
and Supplementary Guidance for Community Councils



## 1. Name

- (a) The name of the community council shall be **Ibrox & Cessnock Community Council**, which will subsequently be referred to as “the community council” in this Constitution.

## 2. Area of the Community Council

- (a) Glasgow City Council has produced a list of approved community council areas for Glasgow, and maps which outline their boundaries. Access to maps can be requested by contacting Glasgow City Council on 0141 287 0060. The area of the community council will be as designated on said map.

## 3. Objectives

The objectives of the community council shall be to:

- (a) gather and articulate the views of the community which it represents;
- (b) express fairly the views, diversity of opinions and outlooks of the community to Glasgow City Council; and other public/private organisations;
- (c) act as a voice for their local area on any matters affecting their community's lives, welfare and environment;
- (d) liaise with other community groups within their local area;
- (e) take any such action in the interests of the community as appears to be practicable;
- (f) promote the well-being of the community and to foster community spirit.

## 4. Role and Responsibilities

- (a) The role and responsibilities of the community council and its membership are governed by Glasgow City Council's Scheme for the Establishment of Community Councils; see 'Introduction' and 'Rights and Responsibilities' sections of the Scheme.

## 5. Membership (see clause 3 of the Scheme)

- (a) The stated constituted membership of the community council is 12, and is governed by the Scheme.
- (b) The minimum number of community councillors is 10, with additional members being suggested at the rate of 1 per 1,000 head of population. The absolute maximum number of community councillors for an established community council is 20. The following quorums will apply to membership;
  - (i) 10, 11 or 12 requires a quorum of 4
  - (ii) 13, 14 or 15 requires a quorum of 5
  - (iii) 16, 17 or 18 requires a quorum of 6
  - (iv) 19 or 20 requires a quorum of 7
- (c) If a quorum cannot be achieved within 15 minutes of the advertised meeting start time, then the meeting and all items of formal business will be deferred to the next scheduled meeting date; see clauses 7b and 7e (vi) of the Scheme.

**6. Method of Election**

- (a) Election procedures are governed by the Scheme; see clause 3d.

**7. Vacancies on the Community Council (see clause 5 of the Scheme)**

- (a) Where a vacancy arises which does not result in the number of community councillors falling to a half or less of the overall elected membership, the community council can agree to fill the vacancy in accordance with the Scheme, or the community council could leave the vacancy unfilled until local public awareness is raised and interest is expressed.

**8. Voting Rights of Members of the Community Council**

- (a) The right to vote at any meeting of the community council or any committee thereof shall be held by all community councillors, but not by associate members or ex-officio members, see clause 3b of the Scheme.
- (b) With the exception of instances relating to clauses 16 and 17 of this Constitution, all decisions of the community council will be decided by a simple majority of those present and eligible to vote.
- (c) In the event of a vote of the community councillors that results in a majority not being achieved, the chairperson shall have a casting vote in addition to their deliberative vote, whether or not exercised; see clause 5c of the Standing Orders for Community Councils.

**9. Election of Office-Bearers**

- (a) Each October, as part of the Annual General Meeting, the community council shall elect a Chairperson, Secretary and Treasurer; and other such office-bearers as it may decide necessary e.g. Vice-chair, Minute Secretary.
- (b) The right to hold office in the community council or any committee thereof shall be held by all community councillors, but not by associate members or ex-officio members; see clause 3b of the Scheme.
- (c) All office-bearers shall be elected for a maximum period of one year or until the date of the next Annual General Meeting and/or 'general' election; whichever period of time is completed first; see clause 4a of the Scheme.
- (d) Office-bearers and bank account signatories may not be directly related by birth, marriage, civil contract or co-habitation etc., (see clause 9b of the Scheme definition of direct relatives).
- (e) No single community councillor shall hold more than one of the following offices at any one time; Chairperson, Vice-chair, Secretary or Treasurer, without written approval from Glasgow City Council.

**10. Committees of the Community Council (see clause 7g of the Scheme)**

- (a) The community council may appoint community councillors to committees of the community council and shall determine their composition, terms of reference, duration, duties and powers.

## 11. Meetings of the Community Council (see clause 7 of the Scheme)

- (a) The community council shall abide by the Scheme, Code of Conduct and Standing Orders for the proper conduct of its meetings.
- (b) The quorum for community council meetings shall be as stated in clause 5 of the Constitution.
- (c) In October of each year the community council shall convene an Annual General Meeting (AGM); see clause 3 of the Standing Orders.
- (d) Including the Annual General Meeting (AGM), the community council shall meet not less than 7 times throughout the year.
- (e) Dates, times and venues of regular meetings of the community council should be identified at the first meeting of the community council following the Annual General Meeting (AGM) and/or elections. Meeting arrangements can be subject to review by the community council periodically thereafter but no later than at the following year's AGM.
- (f) Glasgow City Council has the discretion to call a meeting of the community council.
- (g) Copies of all minutes of meetings of the community council and of committees thereof shall be approved at the next prescribed meeting of the community council subject to the special circumstances outlined at clause 7c (vii) of the Scheme.
- (h) A draft minute shall be circulated at least 7 days prior to its next meeting, to all members, and any other appropriate parties as agreed by the community council. Glasgow City Council can receive these upon request. An approved minute will be forwarded to Glasgow City Council within 14 days of the date of the meeting.
- (i) Should the community council receive a written request (petition), signed by at least 20 residents 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 within 4 weeks of receipt of such a request.
- (j) Special Meetings shall require at least 7 days public notice; note clause 7e (v) and see clause 7f of the Scheme.
- (k) All meetings of the community council are open to members of the public. However the community council shall retain the right to discuss items of business in private where it considers it appropriate to do so.

## 12. Public participation in the work of the Community Council

- (a) Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the community council, under the guidance of the Chairperson; see clauses 4b & c of the Standing Orders.
- (b) Notices calling meetings of the community council and its committees shall be posted within the community council area for a minimum period of seven days before the date of any such meeting e.g. public venues; notice boards; websites etc (see clause 7f of the Scheme).

### 13. Information to Glasgow City Council

- (a) Glasgow City Council shall be sent an annual calendar of the community council's prescribed meeting dates, times and venues, minutes of all meetings, the annual chairperson's report, the Independently Examined Statement of Accounts and any other information, as may reasonably be required by Glasgow City Council.
- (b) When Special Meetings of the community council are to be held, Glasgow City Council should be advised of the date, time, venue and subject(s) of debate at such meetings 7 days in advance of the meeting date; see clause 7e of Scheme and note clause 7e (v).

### 14. Control of Finance

- (a) Each community council is to maintain proper financial records and present regular financial reports at scheduled community council meetings. The Treasurer shall keep proper accounts of the finances of the community council.
- (b) All monies provided by Glasgow City Council and other sources or raised by alternative means on behalf of the community council shall only be applied to further the objectives and fulfil the responsibilities of the community council.
- (c) The monies provided by Glasgow City Council in the annual Administrative Allowance shall be for community council administration and/or promotion purposes only, and shall not be expended on any other purpose; see clause 8 of the Scheme.
- (d) Monies raised from other sources for non-administration purposes may be used in accordance with the donor's terms so long as they do not conflict with the objectives of the community council. In the absence of any such terms, monies used will be to further the objectives and fulfil the responsibilities of the community council.
- (e) Any two of three authorised signatories, who would normally be office-bearers of the community council, may sign cheques on behalf of the community council; the Treasurer should assume one of the three authorised signatory roles. Authorised signatories may not be related by birth, marriage, civil contract or co-habitation; see clause 9b of the Scheme.
- (f) A statement of accounts for the last financial year, examined by a competent independent examiner appointed by the community council, shall be submitted to the October Annual General Meeting of the community council and shall be available for inspection at a public location e.g. libraries, no later than 31 March following.
- (g) The independent examiner will not be a member of the community council. This includes ex-officio and associate members; see clause 9 of the Scheme.
- (h) The financial year of the community council shall be from 1 September until 31 August in the succeeding year; see clause 8 of the Scheme.
- (i) An independently examined statement of accounts as received and approved by the community council shall be submitted to Glasgow City Council following the community council's October Annual General Meeting to be received no later than 31 December each year.

**15. Assets**

- (a) An inventory of all assets e.g. equipment and materials, shall be produced and maintained by the Treasurer. Assets belonging to the community council shall be vested in the whole membership of the community council; see clause 9c of the Scheme.

**16. Alterations to the Constitution**

- (a) Any proposal by the community council to amend this Constitution must be first considered and minuted at a meeting of the community council, before representation is made to Glasgow City Council.
- (b) Any proposed amendments may not conflict with the Scheme for the Establishment of Community Councils and the objectives contained within the Constitution.
- (c) If the proposal is supported by two-thirds of the total voting membership of the community council and is approved in writing by Glasgow City Council, the amendment shall be deemed to have been duly authorised and can then come into effect.
- (d) The terms of the proposal to amend the Constitution shall be stated on the 7 day notice calling the next following meeting.


**17. Suspension and Dissolution (see clauses 12 & 13 of the Scheme)**


- (a) Where for any reason it is deemed by Glasgow City Council that a community council is not conforming to the Scheme, then Glasgow City Council, subject to the terms of clause 13a of the Scheme, can formally suspend the community council by giving written notice which will have immediate effect.
- (b) Dissolution may occur either on a decision of Glasgow City Council Executive Committee, or on a voluntary basis by resolution of the community council. Such a resolution would require support by two thirds majority of the total voting membership present; see clause 13b of the Scheme.

**18. Adoption of the Constitution**

Constitution adopted and signed by the Community Council on:

Date ..... 18th Jan 2017 .....


Chairperson .....  .....

Member .....  .....

Member ..... John McKeay ..... .....

Confirmed on behalf of Glasgow City Council by:

Date ..... 26th January 2017 .....

Officer (sign) .....  .....

Print name ..... STEVEN DAWLING .....