

EDINBURGH ASSOCIATION of COMMUNITY COUNCILS

CONSTITUTION

1 NAME

The name of the organisation is the Edinburgh Association of Community Councils, hereinafter referred to as the EACC.

2 AIMS and OBJECTIVES

- a. To ascertain the views of Edinburgh Community Councils on all issues which concern them, to provide a forum for discussion of these views, and to communicate them to national and local government, other public bodies, stakeholders and the general public.
- b. To represent the views of Edinburgh Community Councils through its membership of the Edinburgh Partnership, and to participate in other policy forums.
- c. To increase the collective influence of Community Councils and to strengthen their identity throughout Edinburgh.
- d. To facilitate the flow of information between Community Councils and with the City of Edinburgh Council.
- e. To be as inclusive and participative as possible in its meetings, ordinarily with open attendance to the public. EACC will endeavour to increase and widen Edinburgh residents' understanding of the issues facing the city and its future.
- f. To ensure that no action of the EACC goes against the authority or responsibilities of its member Community Councils.
- g. To ensure the EACC will be non-discriminatory and non party-political in all its activities.

3 MEMBERSHIP

All Community Councils within the City of Edinburgh area are Members of EACC and may participate in its business, subject only to meeting the terms set out in this Constitution.

4 BUSINESS

- a. There will be one Annual General Meeting (“AGM”) and a minimum of four ordinary meetings each year. The AGM Agenda must be issued at least 14 days before the AGM.
- b. A quorum, as defined in 7a, may request an Extraordinary General Meeting (“EGM”) to deal with specific matters. A request for an EGM should be made in writing to the Secretary. The EGM will be arranged by the Office Bearers within 42 days of the Secretary having received the EGM request. The EGM agenda must be issued at least 14 days before the EGM.
- c. The EACC may adopt Standing Orders for the conduct of its business. Any such Standing Orders may be approved, altered or deleted at any meeting of the EACC and subsequently put into effect by the Board.
- d. The EACC Members Board may appoint any sub-committee as necessary and determine its terms of reference.

5 FINANCE

- a. Membership fees for Community Councils, if not included in any support grant, will be determined at the AGM.
- b. The Treasurer will open a bank account in the name of the Edinburgh Association of Community Councils. He/she will keep proper and accurate accounts of its finances and will produce a statement, independently examined by a suitably qualified person, for the AGM of the EACC. The signatories will comprise two from the Secretary, Treasurer, Chair and Vice Chair.
- c. The Office Bearers will have authority to spend monies in the day-to-day running of EACC business, but any extraordinary spending must be authorized by the Members.

6 MEMBERS, BOARD and OFFICE BEARERS

- a. Each Community Council will be entitled to have one designated Community Councillor voter or proxy to represent it as an EACC Member. Unless otherwise notified the contact details for the Community Council will be those of the designated Community Councillor and Secretary.
- b. In all dealings with the EACC and its membership, designated Community Councillors or substitutes will observe the ‘Code of Conduct for Community Councillors’.

- c. There will be an elected EACC Members Board. It will act as a forum for developing EACC policy positions for subsequent endorsement by the EACC membership. It will act to provide a management structure for that purpose. The EACC Members Board will comprise of a minimum of five and a maximum of 12 Community Councillors from different parts of the City of Edinburgh, plus the EACC Office Bearers.
- d. A Community Council will have no more than one Member elected to the EACC Members Board. The EACC will endeavour to reflect a balance of geographical representation and protected characteristics (as stipulated in the Equality Act, 2010).
- e. The quorum for a Members Board meeting will be six.
- f. The Office Bearers of the EACC must be Community Councillors and will be elected at the annual AGM. No EACC Member will hold more than two Offices at any one time.
- g. Office Bearers will stand down at the annual AGM, but will be eligible for re-election. Nominations for Office Bearers will be submitted to the EACC Secretary, no less than 14 days prior to the AGM.
- h. The Office Bearers will consist of the Chair, Vice Chair, Secretary and Treasurer and such other positions as the EACC Members Board may decide. In the event of the inability or unwillingness of any Office Bearer to carry on, whether temporarily or permanently, the remaining Office Bearers will jointly arrange an additional meeting, which will decide what action to take including, if necessary, the appointment of a substitute Office Bearer until the next AGM.
- i. The EACC representative on the Edinburgh Partnership, in normal circumstances, will be the Chair of the EACC or an Office Bearer. In exceptional circumstances, the representative can be a Members Board Community Councillor.

7 ELECTIONS and VOTING

- a. A quorum will consist of one quarter of the EACC membership.
- b. Should a vote be required on any issue, each Community Council will have only one vote. A Community Council may nominate a substitute to attend and vote at a meeting, in the absence of its designated Member, by contacting the EACC Secretary no less than 24 hours in advance. Should membership fees be applicable only those Community Councils which have paid the due fee by the date of the meeting will be entitled to vote.

c. The Chair, failing whom the Vice Chair or alternative Office Bearer chairing the meeting, will have a casting vote, if required.

d. Election to the EACC Members Board will be exercised by designated Members, or their notified substitutes or proxies.

e. Election of the Office Bearers and remaining members of the EACC Members Board will depend on the number of candidates. If the number of candidates exceeds the number of vacancies, then successive rounds of voting will take place, with the candidate attracting the least number of votes dropping out, until all vacancies are filled. The EACC Members Board will stand down at the annual AGM, but each Member will be eligible for re-election.

7f. Subject to Clause 6d, the EACC Members Board will have the ability to co-opt other Community Councillors with full voting rights. A two-thirds majority of those present of the existing Members Board must approve each co-option. The number of co-opted members should not exceed five.

8 ALTERATIONS to the CONSTITUTION

The Constitution can only be altered at the AGM of the EACC, or at an EGM convened for that purpose. Notice of any wording of a proposed alteration must be received by the Secretary, at least 42 days prior to the meeting. Two thirds of the votes of Members and proxies present will be required for approval.

9 DISSOLUTION of the EACC

If, at an AGM or EGM, the EACC determines that it should be dissolved, the Office Bearers will before demitting office carry out all administrative procedures to bring this about in an orderly manner. The Treasurer will prepare a final account, will close the bank account and return any funds to the source(s) from which they came in an appropriate proportion thereof.

(Constitution adopted at the 17th February 2022 EGM of the EACC)