



EDINBURGH ASSOCIATION OF COMMUNITY COUNCILS (EACC)

STANDING ORDERS

(Revised November 2022 for approval)

FOREWORD

All Community Councils within the City of Edinburgh area carry membership access to the EACC. Each Community Council is entitled to have one designated Community Councillor or proxy to represent its membership of the EACC and that person is an EACC Member.

The 2015 Constitution defines the posts of elected Office Bearers and identifies the Committee of Nominated Members as those Community Councillors entitled to attend and to vote at EACC meetings. The 2022 Constitution defines the posts of elected Office Bearers and introduces an elected EACC Members Board to comprise Office Bearers and (from five to twelve) Community Councillors to provide an intermediary management structure for the association.

In the 2022 Constitution, the concept of the EACC Members Board is introduced in Clause 4 Business; Para. 4d and its shape is defined in Clause 6 Members, Board and Office Bearers; Para. 6c. The EACC Members Board is drawn from named Community Councillors recognised as EACC Members. The term 'Committee', used in the 2015 Constitution without clear definition, falls from the wording of the 2022 Constitution.

This revision to EACC Standing Orders reflects these changes and recognises that, in the normal course of EACC business, some decisions will be taken by the elected EACC Members Board, inclusive of the Office Bearers, while broader decisions on EACC direction will be taken by the wider body of voting EACC Members in their role as designated Community Councillors representing their respective Community Councils.

1. INTERPRETATION

a. These Standing Orders shall be read in conjunction with the current Constitution of the EACC. If there is any conflict of meaning or wording, the Constitution shall prevail. In the event of any continuing uncertainty as to the meaning of either document or should new procedural matters arise, the Chair shall decide with the advice of the Office Bearers and report any such decision to the next EACC Members meeting.

b. In these Standing Orders reference to the Chair shall, in the event of incapacity or resignation of the Chair, mean the Vice-Chair or, failing which, such other member of the EACC Members Board as may be appointed by the remaining Office Bearers until such time as the Chair can be elected.

c. In these Standing Orders reference to the Secretary shall, in the event of incapacity or resignation of the Secretary, mean such other member of the EACC Members Board as may be appointed by the remaining Office Bearers to act as Secretary until such time as a Secretary can be elected.

2. GENERAL GUIDANCE

The City of Edinburgh Council (CEC) has produced Community Council Guidance Notes and Model Standing Orders (Appendix 3 of the Scheme for Community Councils), available via the CEC website <www.edinburgh.gov.uk/communitycouncils>. Where appropriate and if necessary, these documents may be used to guide the Office Bearers and other EACC Members in their conduct of EACC business.



However, if used, the documents referred to will only supplement and not replace the EACC Constitution and Standing Orders.

3. COMMITTEES & SUB-COMMITTEES

a. The EACC Members Board shall be responsible for the business of the EACC and for fulfilling its Aims and Objectives. The EACC Members Board shall comprise the Office Bearers and those other Community Council EACC Members, as defined in Clause 6a of the Constitution, who are elected under Clause 6c.

b. Any sub-committee appointed in accordance with Clause 4d of the Constitution shall report to each Members meeting as to how it is fulfilling its Terms of Reference. A sub-committee may obtain advice from third parties on specialist matters or in particular circumstances and shall report this at the latest to the next Members meeting.

4. COMMUNICATION

a. This will normally be by email or other agreed electronic means. In the event that an EACC Member is unable to communicate in this fashion, the Secretary shall arrange alternative means with the Member concerned.

b. To facilitate communication the Secretary shall endeavour to list the names of each Community Council's designated EACC Member (per Clause 6a. of the Constitution) on the EACC website. To this end, Community Councils are asked to notify any changes to their designated EACC Member to the Secretary at their earliest convenience.

c. Unless a different person is appointed by EACC Members, the Secretary shall maintain the EACC website which shall contain an archive of EACC Members meetings, EACC Members Board records, AGM and EGM Minutes, Sub-Committee reports, the Constitution and Standing Orders and such other matters as Members may determine. Draft minutes of the last Members meeting or AGM or EGM may be included for information only, with the proviso that they are not approved and may be changed.

5. PROCEDURE & ORDER OF BUSINESS AT MEETINGS

a. The Secretary shall produce an Agenda and Minutes for all meetings. The Agenda, previous Minutes and any reports shall be issued not less than 7 days before the meeting, other than in the case of an AGM or an EGM, when the time period will be 14 days. If a report has to be issued less than 7 days before the meeting, the Chair shall decide if the report is to be considered at that meeting.

b. The Committee EACC Members Board may appoint a Minutes Secretary to assist the Secretary, but the Secretary shall retain responsibility for the content of the Minutes and their dissemination.

c. At meetings every motion or amendment shall be proposed and seconded. Where an amendment to a motion is proposed, this shall be decided before the motion is tabled.

d. Subject to an over-riding decision of the Chair, the order of business at meetings shall be:

- i. EACC Members Meetings
Recording those present and apologies received;
Minutes of the last meeting to be submitted for approval (**);
Matters arising not covered elsewhere;

Office Bearers' reports, including a financial statement or update from the Treasurer;
Sub-Committee reports;

Any item of business which the Chair has directed should be considered;

AOCB (the Chair to determine the order, relevance and competence);

The Chair to declare date of next meeting and close the meeting.

(**As soon as practicable at an EACC Members meeting following an AGM, the Secretary shall produce draft AGM Minutes, "for noting only", in order that any actions arising from the AGM can be taken before the next AGM.)

ii. AGM

Recording those present and apologies received;

Minutes of the last AGM to be submitted for adoption;

Matters arising not covered elsewhere;

Chair's Annual Report and any questions;

Secretary's Annual Report and any questions;

Treasurer to submit the independently-examined Annual Accounts for questions and adoption;

Any other Office Bearer or EACC Members Board reports and questions;

Consideration of any Motions to be put to the meeting;

Demit of current Office Bearers and appointees to the EACC Members Board, followed by a fresh election to the vacant posts;

Appointment of Independent Examiner of the Accounts;

AOCB (the Chair to determine the order, relevance and competence);

Chair to declare date of next AGM and close the meeting.

iii. EGM

Recording those present and apologies received;

Chair to state and conduct the business of the meeting as set out in the notice of the EGM;

Chair to close the meeting.

6. VOTING AT MEETINGS

a. The procedure for voting at all meetings shall be as follows, also having regard to the Constitution.

b. At EACC Members meetings or AGM or EGM, voting will be on a show of hands on a simple majority, subject to the procedures set out in Clause 7 of the Constitution. If circumstances arise where it is advisable to hold a secret vote, the Secretary shall arrange for voting papers and the counting thereof, with the Chair to declare the result.

c. If EACC Members decide to permit distance voting for Office Bearers and nominees for the EACC Members Board at an AGM, the Secretary shall make the necessary arrangements and notify the procedure to be followed in a timely manner to participating Community Councils. Decisions at an AGM shall be on a simple majority basis except where the Constitution states otherwise.

d. The election of Office Bearers and of Members to the EACC Members Board at an AGM shall be conducted by an independent Returning Officer, who may be a CEC Elected Member, a CEC Officer or a designated EACC Member not standing for any post. The Secretary shall arrange for voting papers where appropriate. The Returning Officer shall count the votes and announce the election results.



e. In the event of a tied vote at any meeting, the casting vote of the Chair or alternative, as provided for in Clause 7c of the Constitution shall be additional to any vote as a voting EACC Member.

7 ACTIVITIES & EVENTS

a. In furtherance of the Aims and Objectives of the EACC as set out in the Constitution, the EACC Members Board shall arrange debates, consultations or Q&A sessions on appropriate topics as the Members Board may decide. The arrangements shall be made in conjunction with the CEC Community Councils Liaison Officer and other CEC Officers or representatives of other bodies as may be appropriate for the topic under consideration. The EACC Members Board may delegate the arrangements to Office Bearers or other EACC Members.

b. These activities and events shall be open to all and not limited to EACC Members unless the topic by its nature confines discussion to EACC Members.

c. In arranging activities and events the EACC Members Board shall take into account any obligations incumbent on the EACC as a condition of any grant received or assistance in kind.

d. The EACC Members Board shall liaise with the appropriate CEC Officers on any CEC training programmes for Community Councillors.

8. PROPERTY & ASSETS

a. Any property and assets, including intellectual property, acquired or paid for by the EACC shall be held in common by EACC Members.

b. Arrangements for the management of any such property and assets shall be decided by the EACC Members Board.

9. CONDUCT

If, in the opinion of the EACC Members Board, an EACC Member or other Community Councillor or substitute, in dealing with or acting on behalf of the EACC, is in conflict with Clause 6b of the Constitution in not observing the Code of Conduct for Community Councillors, the EACC Secretary shall report the circumstances to that person's Community Council with a request that the Community Council respond with a note of what appropriate action is being taken.

10 ADOPTION & SUSPENSION OF STANDING ORDERS

a. In specific stated circumstances the Chair may propose at a meeting the suspension of Standing Orders and the period for which they are to be suspended. To have effect any such motion must be seconded and approved by two-thirds of those EACC Members present and eligible to vote.

b. These revised Standing Orders were submitted for approval and adoption the 24 November 2022 Annual General Meeting of EACC Members.

(Previous update 20 November 2020)

**Prepared by Ken Robertson, EACC Acting-Secretary, Grange Prestonfield Community Council
1 November 2022**