

Scheme of Establishment; Key Actions

1. APPOINTMENT OF OFFICERS AND STAFF

Convener and Depute Convener(s)

Every Community Council at its first meeting, which shall be convened by the Returning Officer or his/her appointed depute for a date **within 21 days** after the election of Members, (i) shall elect one of its members to be Convener of the Council; (ii) shall elect one or more of its members to be Depute Convener(s) of the Council; and (iii) shall elect or appoint a Secretary and Treasurer.

2. CONSTITUTION OF COMMUNITY COUNCILS

(a) The Constitution

Each Community Council shall itself draw up, within the terms of this Scheme, a Constitution for its establishment and management, which Constitution shall include *inter alia* the following:-

1. The name of the Community Council.
2. The objects of said Council.
3. The area covered by the Council.
4. The size and composition of the Council.
5. Provision for the inclusion of youths between 16 and 18 years of age.
6. Election and/or appointment of the Council.
7. Election and duties of office holders.
8. Provision for removal of office holders from office.
9. Size and composition and functions of any Committees of the Council.
10. Finance and accounts.
11. Alterations to the Constitution, and
12. Dissolution Clause.

(b) Approval of Constitution

Every Community Council shall submit its proposed Constitution, framed accordance with the preceding sub-paragraph, for approval by the electorate within the Council's area and such approval shall be deemed to have been ordained by a majority of the electorate present voting accordingly at a public meeting convened by the Community Council for that purpose.

(c) Ratification by Local Authority

When approval of a Constitution has been obtained in terms of the preceding sub-paragraph, the relative Community Council shall then submit its approved Constitution to the Local Authority for ratification and, on said Constitution being so ratified; it shall become the Constitution of that Community Council.

(d) Amendment of Constitution

Every Community Council shall include in its Constitution regulations for the alteration or amendment of said Constitution and, in particular, provide that any proposed alterations or amendment shall be considered and voted on either at an Annual General Meeting of the Council or at a special meeting convened for that purpose in terms of paragraph 12(c) hereof and it is further declared that no alteration or amendment so approved shall become effective until such time as it has been ratified by the Local Authority.

3. COMPOSITION OF COMMUNITY COUNCILS

Where the number of candidates is less than the number of members to be elected for an area by the closing date for receipt of nominations, the Local Authority may allow the Community Council, after the date on which the election would have been held, to treat such vacancies as casual vacancies or may, notwithstanding the provisions of this Scheme, take such action as they deem appropriate.

Casual vacancies occurring in a Community Council between elections shall be filled by co-option to full membership and any persons so co-opted shall hold office until the day of the next election. In the event of the number of casual vacancies occurring in any Community Council within one term of office exceeding one-third of the elected membership of the Community Council, the Community Council shall forthwith inform the Local Authority which may allow or refuse to allow the Community Council to co-opt a further member of members or, notwithstanding the provisions of this Scheme, issue such direction to the Community Council or take such action as they deem appropriate.

4. APPOINTMENT OF REPRESENTATIVES OF LOCAL ORGANISATIONS

The Convener shall arrange for a meeting of the Community Council not later than three months after the date of the last election of elected Community Councillors for the purpose of receiving all votes and, following a count, the persons to be elected shall be so declared. In the event of two or more nominations in any one group having received an equal number of votes, the Convener shall call for a show of hands from those elected members of the Community Council present.

Nominated members of the Community Council shall not be appointed or hold office as Convener or other office bearer of the full Community Council but may be appointed to represent the Community Council on any committee or other body formed by the Community Council.

Nominated members shall **retire at midnight on the day before** the Community Council election following their appointment and members so retiring **shall not be** entitled to be re-nominated for the following four-year term.

5. MEETINGS

Every Community Council is bound to convene a **minimum** of nine ordinary meetings of the Council within each twelve month period for the purpose of conducting business.

Every Community Council must meet within **21 days** of election.

Every Community Council **must** inform the Community Council Liaison Officer of when and where they meet, and supply agendas and minutes after the meeting takes place.

6. CONTACT INFORMATION

Each Community Council shall supply Officers with contact information that will be published on the Council's website for public use.

Falkirk Council should also be informed of any changes to membership that happen.

7. CODE OF CONDUCT

Community Councillors, as elected representatives of their communities, must make sure that they are familiar with, and that their actions comply with, the principles set out in the Code of Conduct. The Code of Conduct and its principles, shall apply to all Community Councillors and those representing the Community Council - each Community Councillor **must** adopt the code.