

CONSTITUTION REVIEW WORKING GROUP

Draft Terms of Reference

1. Purpose

The Constitution Review Working Group has been established by Council to review the Constitution and ensure that it is fit for purpose. It will undertake this role by:

- a) Reviewing areas in the Constitution to ensure that they are fit for purpose and put forward appropriate changes;
- b) Receiving requests to review certain areas of the Constitution;
- c) Considering changes proposed by Members, Officers and Committees;
- d) Recommending proposed changes to Council for approval.

2. Membership

The Constitution Review Working Group shall comprise of four members and will be politically balanced.

3. Appointment to the Constitution Review Working Group

Members will be appointed to the Constitution Review Working Group at the Annual Council Meeting.

4. Chairman and Vice Chairman

The Chairman and Vice Chairman of the Constitution Review Working Group will be appointed at the first meeting of the Municipal Year.

5. Voting

Any vote will be subject to a simple majority. In simple majority voting the Chairman will have a casting vote.

6. Quorum

The quorum of a meeting of the Constitution Review Working Group will be three.

7. Frequency of Meetings

The Constitution Review Working Group will meet as and when required.

All meetings will be held in private and dates and times of meetings will be agreed by the Working Group. Provided all members of the Working Group are in agreement minor

changes to the Constitution can be agreed via e-mail without the need to hold a formal meeting.

8. Minutes of Constitution Review Working Group Meetings

The Working Group shall agree the minutes at the next suitable meeting.

9. Administration of the Board

Agendas will be sent out five clear working days before the meeting and minutes will be provided seven clear working days after the meeting.