

South West Carbon Action Network

CONSTITUTION



1. PURPOSE OF THE NETWORK

- a) To facilitate the development and implementation of new local, regional, national and international initiatives in relation to carbon reduction and fuel poverty.

2. OBJECTIVES

- a) To provide a support network between local authorities in the south west.
- b) To provide a forum for discussion and debate of issues associated with carbon reduction and fuel poverty in south west local authorities. To provide a platform from which the views of members may be presented to government, quasi government and national organisations.
- c) To raise the profile of Local Government Officers responsible for the delivery of the purpose and aims of the Forum.
- d) To promote the status and encourage the widespread application of improvements and strategies to meet local, regional and national targets in relation to carbon reduction and fuel poverty.
- e) To facilitate the formation of partnerships between local authorities, other statutory and voluntary agencies and private organisations in order to promote mutually beneficial schemes.

The Network is not in itself a Partnership of any organisations.

3. MEMBERSHIP AND ELIGIBILITY

There will be two classes of membership: Full Member and Associate Member.

- a) Full Member

Individuals directly employed by south west local authorities with responsibilities that include carbon reduction and/or fuel poverty.

- b) Associate Member

Individuals not employed by local authorities but actively involved in carbon reduction and fuel poverty related activities and whose application is approved by Committee and subject to ratification by members at AGM. Associate Members may participate in Network meetings but are not entitled to vote. Other external organisations who are not ratified Associate Members may attend Network meetings by invitation as and when required.

4. STRUCTURE AND ACTIVITIES OF THE NETWORK

- a) The full membership of the Network will meet a minimum of two times per year. In addition there will be an Annual General Meeting.
- b) Each Local Authority may wish to send more than one representative to regional Network meetings. This should be accommodated and encouraged.
- c) Each Local Authority has one vote. Associate members are non-voting.
- d) The co-ordination of Network activities shall be carried out by the Executive Committee in conjunction with the Secretariat. The Executive Committee consists of seven officers, one from each county: Cornwall, Devon, Somerset, Dorset, Wiltshire, Gloucestershire and Bristol/Avon. The Officers will include a Chair, Vice-Chair, Secretary and Treasurer.
- e) The Network will provide a platform for the dissemination of a wide range of information and consultation, preferably electronically.
- f) The Network will encourage working partnerships between Local Authorities and other agencies in the public, private and voluntary sectors.

5. FUNDING AND SUBSCRIPTIONS

- a) The Network will seek to fund its secretariat services, meetings expenses and any other activities from non-Full Member sources, including Associate Members' and other partners' sponsorship and contributions.
- b) Where a shortage of external funding is identified in any given year, voluntary subscriptions of £50 per annum per Local Authority will be requested. The ongoing need for and the level of subscriptions will be subject to review at the AGM each year.

6. EXECUTIVE COMMITTEE

- a) The Executive Committee will consist of 7 Committee Members. Each Committee Member will represent her/his county. All Committee Members will be subject to re-election at the AGM. No Committee places will be occupied by Associate Members.
- b) The Executive Committee will elect at its first meeting after the AGM the officers – Chair, Vice-Chair, Secretary and Treasurer. Other positions – such as representatives on external bodies may be elected at the discretion of the Committee.
- c) No more than one representative per organisation may hold committee office simultaneously.
- d) A quorum of at least 4 Committee Members at a Committee meeting will be required for voting to take place.
- e) The Committee may second additional non-voting Members for their specialist knowledge or to assist with a particular function. Committee Members whose status changed during term of office will be entitled to stay until the next AGM.

- g) A Committee Member may authorise a Full Member deputy to act for him/her if he/she is unable to attend due to holidays, sickness or pressure of work.

7. SECRETARIAL FUNCTIONS FOR THE FORUM

- a) The Secretariat and financial management role will be a separate function, providing secretarial services and financial management on a day-to-day basis.
- b) The appointment of the Secretariat and financial management is to be carried out by competitive tender. The tender offer will be made to ESTACs, not-for-profit energy agencies and other relevant agencies approved by the Executive Committee that operate in the Government South West Region.
- c) The Secretariat and financial management role shall normally be for a period of three years, with the service reviewed annually by the Executive Committee.
- d) The roles of Secretary and Treasurer are to be undertaken by members of the Executive Committee to oversee the secretarial and financial work of the appointed organisations.
- e) An annual report of the accounts of the Network will be compiled by the Treasurer. This will be distributed to all members for consideration at the AGM.
- f) The Network's financial year runs from 1 April to 31 March. The Secretariat shall prepare the accounts and the outgoing Treasurer will submit a report at the AGM.

8. ELECTIONS

- a) Elections will be held at the AGM in June each year. Nominations for Chairperson, Vice Chairperson and Committee Members will be accepted from any Full Member and are to be made in writing to the Secretary, signed by the nominator, agreed by the nominee and submitted prior to the AGM (at least four weeks notice will be given of the date of the AGM).
- b) Four weeks notice will also be given of elections required to fill mid-term vacancies.
- c) Only 1 Full Member per south west ECA is entitled to vote in the election of Committee Members at any one time. Voting in elections will be held by secret ballot.

9. CONSTITUTION AMENDMENTS

- a) Additions and amendments to this Constitution must be agreed by two-thirds majority of the Full Members attending a formally convened meeting for which a minimum of four weeks notice will be required.